

**EDGE HILL UNIVERSITY – FORMAL NOTIFICATION OF ACADEMIC APPEAL**  
**TO BE COMPLETED BY THE STUDENT/TRAINEE**

<b>NAME:</b>	<b>STUDENT ID NUMBER:</b>
<b>PROGRAMME TITLE:</b>	<b>YEAR OF STUDY/ COHORT:</b>
<b>E-MAIL ADDRESS:</b>	<b>TELEPHONE:</b>

Guidance notes are available from the Student Information Centre (Ormskirk site), your local administrative office and the Academic Registry webpages. Support is available from the Students' Union Advice & Guidance Centre.

**PLEASE IDENTIFY UNDER WHICH GROUND (I, II OR III BELOW) YOU ARE SUBMITTING YOUR APPLICATION:**

Please refer to the academic appeal guidance notes for what does and does not constitute grounds for an appeal.

GROUND(S) FOR AN ACADEMIC APPEAL	PLEASE TICK
i) Procedural Irregularity in the Assessment Process	
ii) Bias or Perception of Bias	
iii) Exceptional Mitigating Circumstances, details which were, <b>for good reason</b> , not previously available to the appropriate Assessment Boards via the EMC process.	

**PLEASE IDENTIFY IN THE FOLLOWING TABLE THE MODULE(S) THAT ARE THE SUBJECT OF THIS APPEAL.**

Please note that it is your responsibility to ensure that you apply for the correct module codes and specify all elements of the module assessment you are applying for.

MODULE No:	ELEMENT (E.G. EXAM/ PRACTICE/ COURSEWORK)	DATES OF ASSESSMENT	DATES OF EXCEPTIONAL MITIGATING CIRCUMSTANCES (APPEALS BEING SUBMITTED ON GROUND iii ONLY)	EVIDENCE SUBMITTED

**WHAT OUTCOME ARE YOU EXPECTING FROM YOUR APPEAL:**

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**PLEASE COMPLETE THE FOLLOWING SECTIONS BEFORE SUBMITTING YOUR APPLICATION**

Date of Assessment Board or Panel Meeting ( <i>this is the date noted on your results/decision letter</i> )	
Deadline for submission of appeal ( <i>this is the date noted on your results/decision letter</i> )	
Did you submit an Exceptional Mitigating Circumstances (EMC) application in relation to these modules ( <i>Please tick</i> )	
I have submitted a Factual Statement with my appeal ( <i>Please tick</i> )	
I have submitted a copy of the results letter/academic transcript ( <i>Please tick</i> )	
I have submitted independent supporting evidence ( <i>Please tick</i> )	
I am aware of the possible outcomes for my claim as per the guidance booklet (please tick)	
I am aware that advice and guidance is available from the SU Advice & Guidance Centre ( <i>Please tick</i> )	

**STUDENT DECLARATION:** I confirm that the above information and supporting evidence is true and accurate, I understand failure to submit supporting evidence may result in this application being rejected regardless of the subject of the appeal. I have read and understood the academic appeal guidance notes.

Signature: .....

Date:.....