

## Academic Appeals Form

**If you need any advice on submitting an appeal, you should contact the Students' Union Advice Centre on:**



0161 247 6533 /



[s.u.advice@mmu.ac.uk](mailto:s.u.advice@mmu.ac.uk) /



[www.theunionmmu.org/your-advice-centre/](http://www.theunionmmu.org/your-advice-centre/)

You may also find the guidance on the Student Case Management team website useful:

<https://www2.mmu.ac.uk/student-case-management/guidance-for-students/academic-appeals/>

Please email the form and any necessary documentary evidence to the Student Case Management team at [complaintsappeals@mmu.ac.uk](mailto:complaintsappeals@mmu.ac.uk).

If you are appealing against withdrawal by the University the form can be found at:

<https://www2.mmu.ac.uk/student-case-management/guidance-for-students/academic-appeals/appeals-against-withdrawal-decisions/>

### 1. Personal Details

Mr / Ms	Name:	MMU ID:
Programme Title:		
Address (Please do not give an address you might be moving from in the near future):		
Contact Phone Number:		
Preferred Email Address:		
<i>(Please note – all communication about your appeal will be sent by email)</i>		

### 2. Disability, Specific Learning Difficulties or Long-term Health Conditions

Are you Disabled or do you have a Specific Learning Difficulty (such as Dyslexia) or a long-term health condition that you believe is relevant to your appeal? *(Please select one of options):*

- ☐ No, I do not – *Proceed to section 3*
- ☐ Yes - *Please give further details below:*

### 3. What Are Your Grounds for Appeal?

*Appeals can only be considered on the following grounds:*

**Please tick**

#### **Appeals against the decision on an Exceptional Factors claim:**

*(please provide a copy of your Exceptional Factors form, your Statement & Evidence and the Exceptional Factors decision when you submit this form)*

<b>1a.</b>	The decision on your Exceptional Factors claim was not reasonable.	
<b>1b.</b>	The correct procedures were not followed in the consideration of your Exceptional Factors claim.	

#### **Material Irregularity:**

<b>2.</b>	There has been a material irregularity in the conduct of the assessment which casts reasonable doubt on the validity of the result. You will need to explain what material irregularity has occurred and how it has affected your assessment.	
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#### **Appeals against a decision of an Assessment Disciplinary Committee (for Academic Misconduct, e.g. plagiarism):**

<b>3a.</b>	There was mitigation for your actions that you did not submit to the Assessment Disciplinary Committee prior to its making a final decision.	
<b>3b.</b>	The proceedings of the Assessment Disciplinary Committee were not conducted in accordance with the relevant regulations or some other material irregularity occurred.	
<b>3c.</b>	There is new material evidence that you were not, for valid reasons, able to submit at an earlier stage of the process.	
<b>3d.</b>	That the penalty imposed was disproportionate, or not permitted under the procedure.	

#### 4. Supporting Information

##### 4.1 – Which Units and Assessments Were Affected?

**Unit Name and Code** *(You can find this on your results letter, or on MyResults)*

**Assessment(s)**


#### 4.2 – What Remedy Are You Seeking?

#### 4.3 – What evidence have you included?

If your Appeal relates to an Exceptional Factors claim decision:

- please provide a copy of your Exceptional Factors form, your Statement & Evidence and the Exceptional Factors decision when you submit this form
- If you have new evidence, you should submit this with another Exceptional Factors claim.

*All evidence must be genuine – any evidence that is found to be fraudulent will be considered a serious offence under the [Student Code of Conduct](#).*

**4.4 – Supporting Statement**

- You will need to explain the reasons for your appeal and the effects of this on your assessments.
- Continue on a separate sheet if necessary.

## 5. Important Information – Please Read Before Submitting

Date Form Completed: \_\_\_\_\_

By submitting this form you agree to the following:

### 1 - Privacy Notice

The Manchester Metropolitan University ('the University') is the Data Controller in respect of the personal data you provide via this form. The University is registered as a Data Controller with the Information Commissioner's Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University's Data Protection Policy. The University will use the data in order to investigate your appeal. The content of your appeal will be shared with relevant University staff as appropriate to facilitate this investigation.

Your appeal data will be retained by the University until the conclusion of your complaint plus six years. The data will be stored securely by the University, and will not be shared with any third parties; the exception being if you refer a complaint to the Office of the Independent Adjudicator, there may be a need to share personal data with them in order to respond accordingly. If you have any queries about this privacy notice or the processing of your personal data in managing the appeal process please contact the Central Student Case Management team: E-mail: [complaintsappeals@mmu.ac.uk](mailto:complaintsappeals@mmu.ac.uk), Tel: 0161 270 1095. For further information about the processing of your personal data by the University and your data subject rights please see the Student Privacy Notice.

### 2 - False Claims

Submission of false or fraudulent documentation is an academic offence, which will be dealt with under the University's Student Code of Conduct. The University reserves the right to check on the validity of the document(s) submitted by contacting the third party directly.