

Academic Appeal Form

This form should be completed in accordance with NPR QS10b Student Appeals and Grievances. You can find this document on the Student Portal, under Forms and Documents.

Student Details			
Title	Student ID	Given name	Family Name
Address			
ICP Programme Title	Level	Start Date	
Details of Appeal <i>(Please outline full details of your appeal below and attach any evidence)</i>			
<p><i>Queries may be made on the basis of;</i></p> <ul style="list-style-type: none"> • <i>Completion of a stage or part of a programme.</i> • <i>Progression to the next stage of a programme.</i> • <i>Entitlement to an award.</i> <p><i>Please use the Request to Review a Grade form to query the result of an individual module.</i></p>			

Student Declaration

Student Signature	Date

For Office Use Only

Informal Procedure

This is the first stage of any appeal made by a student

Has the appeal been documented on the informal appeal log?

Yes

No

Details of action taken by ICP

Has the student been informed of the outcome?

Yes

No

Signature of completion by a member of Student Services

Date:

Formal Procedure

This is the second stage and would only normally come in to play if the student was not happy with the outcome of the Informal procedure

Has the appeal been documented on the formal appeal log?

Yes

No

Has the appeal been referred to Academic Board?

Yes

No

Details of action taken by ICP and/or Quality and Standards Office UK

Has the student been informed of the outcome?

Yes

No

Signature of completion by a member of Student Services

Date: