**The Courtauld Institute of Art**

**Academic Appeal Form**

**Instructions**

1. Please make sure that you have read and understood the appropriate procedure for an academic appealbefore submitting the completed form. **.**

2. The appeal must be submitted within **one month** of the date of the letter/email notifying you of your assessment/progression/withdrawal decision (Please enclose a copy of this with your appeal). If this is a Stage One appeal against the decision of a taught programme board of examiners the appeal must be submitted within 10 working days of receipt of the decision.

3. Please provide sufficient and adequate documentary evidence in support of your appeal.

4. Please note that incomplete forms will be rejected.

**1. STUDENT DETAILS**

|  |  |
| --- | --- |
| **Student ID Number** |  |
| **Title** |  |
| **First Name(s)** |  |
| **Surname** |  |
| **Programme of Study** |  |
| **Year of Study (1st year, 2nd year)** |  |
| **Programme Director** |  |
| **Courtauld Email Address** (If this no longer works, provide an alternative) |  |
| **Contact Address** |  |
| **Contact Telephone Number** |  |

**2. GROUNDS FOR APPEAL**

Please make sure that you read and understood the information given in the appropriate procedure for an academic appeal. An appeal can be made on one or more of the following. Please tick which apply:

|  |  |
| --- | --- |
|  | **Administrative or procedural irregularity/error.**  There is clear evidence that assessments may have been adversely affected by a significant administrative error on the part of The Courtauld or where there is concern that the examination may not have been conducted in accordance with the relevant Instructions and/or Regulations. |
|  | (**b Mitigating circumstances.** There is evidence (or new evidence in the case of an appeal against the outcome of a Stage One appeal for a decision made by a taught programme board of examiners) that assessments have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to make known before the original decision was made. |
|  | **Prejudice or bias (actual or perceived).** There is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners/upgrade panel members such that the result of the examination should not be allowed to stand. |
|  | **The decision of the Chair of the Board of Examiners.** This is an appeal against the outcome of a Stage One appeal for the decision made by a taught programme board of examiners, where the decision of the Chair of the Board of Examiners is considered to be unreasonable. |

**3. DECISION BEING APPEALED AGAINST**

i.e., Award outcome, withdrawal from a programme, assessment failure, upgrade to PhD, Viva outcome etc...

**If you are appealing regarding a specific module or assessment, please ensure that you include the module title, module code, assignment type and number (i.e AS1), the original due date, as well as the date the assignment was submitted.**

**4. DETAILS IN SUPPORT OF YOUR ACADEMIC APPEAL**

Please set out **clearly** and **concisely** the **main points** of your appeal. You should cross reference this to any documentary evidence you have submitted so that those involved in reviewing the appeal can clearly follow the case. The supporting evidence may include a timeline of events.

**5. PREFERRED OUTCOME OF APPEAL**

Please set out **clearly** and **concisely** the preferred outcome from your appeal.

**6. SUPPORTING EVIDENCE**

|  |
| --- |
| Please list the evidence submitted in support of your formal complaint: |

**7. DECLARATION**

By submitting this form in hard copy or electronically you are agreeing to the following:

|  |  |
| --- | --- |
|  | I have read and understood The Courtauld’s procedure for appeals and completed all sections of this form accurately and to the best of my knowledge. |
|  | The information I have given on this form is accurate and true to the best of my knowledge. |
|  | I have enclosed a copy of the relevant letter/email which confirms the outcome I am appealing against and I have included any relevant documentary evidence. |

|  |  |
| --- | --- |
| **Student’s Name\*:** |  |
| **Date:** |  |

\* Type if submitting electronically. Sign if submitting by hand.

**7. SUBMISSION**

Submit the completed form and any supporting documents to the Academic Registrar at: [luke.dillon@courtauld.ac.uk](mailto:luke.dillon@courtauld.ac.uk)

Please keep a copy of your completed form and any documents you send. Please note that it may not be possible to return original documents.

Where possible all correspondence will be via email. Please ensure you keep us informed of any changes to your contact details.

Your appeal will be acknowledged on receipt by email and then assessed to ensure that it fits within the scope of the appropriate procedure for academic appeal.

*DECISION (To be completed by the Academic Registrar):*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Accept | Name: |  |
|  | Reject | Role: |  |
|  |  | Date: |  |
| Summary of reasons and outcome (if relevant) | | | |