

COURTAULD

The Courtauld Institute of Art

Taught Academic Appeal Form

Instructions

1. Please make sure that you have read and understood the appropriate procedure for an academic appeal before submitting the completed form.
2. The appeal must be submitted within **20 working days** 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	
Name	
Programme of Study	
Courtauld Email Address (If this no longer works, provide an alternative)	
Contact Telephone Number	

2. GROUNDINGS 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:

- ☐ There is evidence that assessments may have been adversely affected by **extenuating circumstances** which the student was unable, or for valid reasons, unwilling, to make known before the original decision was made.

- ☐ There is evidence of **prejudice or of bias** or of inadequate assessment on the part of one or more of the examiners such that the result of the assessment should not be allowed to stand.
- ☐ There is clear evidence that assessments may have been adversely affected by significant **administrative error** on the part of The Courtauld or where there is a concern that the assessment may not have been conducted in accordance with the relevant instructions and/or regulations.
- ☐ **The decision of the Chair of the Board of Examiners.** This is an appeal against the outcome of a Stage One appeal. The available grounds are:
 - ☐ That there is new evidence that could not have been, or for good reason was not, made available at the time of the Stage One submission and that sufficient evidence remains that the appeal warrants further consideration.
 - ☐ That evidence can be produced of significant procedural error on the part of The Courtauld in considering the appeal, and that sufficient evidence remains that the appeal warrants further consideration.
 - ☐ Giving due consideration to the evidence and representations previously provided, the decision of the Chair of the Board of Examiners was unreasonable.

3. **DECISION BEING APPEALED AGAINST**

For example the Award outcome, withdrawal from a programme, assessment failure.

If you are appealing regarding a specific module or assessment, please ensure that you include the module title, module code, assignment type and number, 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. If the matter progresses to the Appeal Panel, please note if you wish to attend in person.

6. **SUPPORTING EVIDENCE**

Please list the evidence submitted in support of your appeal:

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 policy 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 programme.administration@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.
