

University for the Creative Arts

Appeal against assessment outcomes

Student information

Surname:		First name:	
Student number:		Course:	
Stage:		Date of claim:	

Address for correspondence (with dates):

From	To	From	To
Phone number:			
Email address:			

Summary of appeal

I am appealing against the outcome of the following unit(s):

Unit Code:		Unit Leader:	
Unit Title:			

I am appealing on the following grounds:

- Mitigating circumstances which were for valid reason not previously disclosed
- Administrative error
- Assessment misconduct

I have attached:

- A supporting statement
- Documentary evidence from a relevant professional (eg doctor's note)

You should also attach the letter you received from the University confirming the outcomes of the unit(s) against which you are appealing.

*Please note that if you are claiming mitigating circumstances which were previously undisclosed, you will also need to explain **why** these circumstances were not brought to the programme team's attention at the appropriate time. Evidence should also be provided of this wherever possible.*

Statement

I have met with my Course Leader or Associate Dean to discuss my appeal. Following that meeting, I still believe I have valid grounds for appeal under the Policy and procedures on appeals against assessment outcomes.

I confirm that I wish all correspondence to be sent to the addresses as given above.

Signed Date

Please send this form to the Student Appeals & Complaints Manager at UCA Farnham, either by post or by email to academic_appeals@ucreative.ac.uk, or give it to your College Registrar.

For University use only
please date and initial

Received:	Sent to college:
Acknowledged:	Response due: