

Date of receipt  
Reference No:

# APPEALS FORM – COLLABORATIVE PROVISION

**This form should be submitted within 2 months from the publication of the examination committee decision.**

- Before submitting this form, please consider speaking to a member of staff, e.g. a College staff member, an Oxford Brookes Student Disputes Officer (01865 484203 or [studentdisputes@brookes.ac.uk](mailto:studentdisputes@brookes.ac.uk)) or the Oxford Brookes Union Advice Service (01865 484770 or [suadvice@brookes.ac.uk](mailto:suadvice@brookes.ac.uk)) They will be able to help you with the procedure.
- Please refer to the Oxford Brookes Appeals Regulations before submitting this form. They can be found under 'University Regulations' (Section C) from the Oxford Brookes website
- Evidence must be included with this form. If you cannot supply any, please give a reason.
- Please send this form to '[studentdisputes@brookes.ac.uk](mailto:studentdisputes@brookes.ac.uk)' or hand in it at the Student Central desk in the John Henry Brookes Building on Headington Campus.

## DETAILS

Name:	
Oxford Brookes Student Number:	Partner College Student Number:
Telephone number:	
Contact Details Term time address and home address (if different from home address)	
Term time address:          E-mail:	Home address:          
Course:	Module number/name:
College:	Module number(s) (if applicable):

# APPEAL GROUNDS

This form covers the University Academic Appeals. An appeal is a request for a review of the decision of an examination committee. An Examination Committee is responsible for assessment of specified modules and for considering student progress and awards.

An Appeal must be based on one or more grounds. Please tick (✓) which ground(s) you think your dispute relates to.

- (a) the assessment was not conducted in accordance with the regulations for the programme
- b) the judgement of an examiner(s) was affected by personal bias
- c) there was an administrative error or some other irregularity in the conduct of the assessment causing the assessment decision to be significantly different.

# NATURE OF THE APPEAL

## SUMMARY

Please include a detailed summary of the main points and outline any steps you have already taken to resolve your issue. You may also attach a separate statement (Please write 'see attached' in the below box).

It is important to include all relevant points. This should normally be achievable in less than 1,000 words. To help focus your summary, it is recommended you do not exceed 2,000 words.

**YOUR DESIRED OUTCOME** (If there is something specific you want the University to do in response to your complaint, please write this in the below box).

**YOUR EVIDENCE** (If you cannot provide evidence, please explain why you cannot in the below box).

## **CONFIDENTIALITY**

In order to investigate, clarify and pursue your appeal, it will normally be necessary to discuss relevant details of your case with staff members. This will be done with consideration for confidentiality and information will only be shared if it is necessary.

If you do not wish for us to discuss your case with appropriate members of staff, please tick this box.

Please note that by ticking this box, you will be contacted about possible next steps.

## **DECLARATION**

I believe that the above information is accurate.

Signature\*: ..... Date\*\*: .....

\* You only need to sign if handing in a hard copy of this form. Typing initials will suffice if sending electronically.

\*\* Applicable timescales will begin from the date this form is received by the Student Disputes Officer.