

ACADEMIC APPEALS FORM

Important: Before making an appeal, please read the NHAM Policy and Procedures and deadlines for submission of your appeal. This information is available from Student Services or our website www.nottinghillacademyofmusic.com

If you have a complaint concerning the management or organisation of the module or programme, or about poor teaching, supervision or guidance during your studies, please refer to the Student Complaints & Grievances Policy & Procedures.

Please complete the form below:

First Name:		Surname:	
Student ID:		Telephone No:	
Email Address:			

Your Appeal:

If you are appealing a grade for a particular module:

Module Title (e.g. Cultural Perspectives)	Module Code	Grade Awarded	Marker

If you are appealing your overall classification/award:

Classification / Award (e.g. 2.1, Ordinary Degree etc.)	Date Result Published

Read the NHAM Academic Appeals Policy and Procedures and tick one or more boxes:

Why are you appealing?	
My ability in the assessments was affected by extenuating circumstances.	
There was an administrative error in the management of the assessment.	
The assessment was not run in accordance with the programme regulations.	
The Assessment Board did not properly consider circumstances relating to the delivery of the module which adversely affected my assessment performance.	
I have grounds for appeal listed in the Academic Misconduct regulations (this is only for students who have been awarded a penalty for plagiarism, collusion or cheating in	

examinations)	
There was some other irregularity which affected my academic ability.	

What outcome are you seeking from your appeal?	
Classification of Degree reconsidered.	
Assessment to be remarked.	
A retrospective deferral of the assessment(s).	
An exceptional further attempt of the assessment(s).	
Grade of module raised.	
Compensation of the module.	
To retake (with full attendance and fee) the whole module.	
To be reinstated on the original award programme of study.	
To be allowed reassessment where attendance has not met the required minimum.	
A penalty for academic misconduct is reviewed.	
Other outcome (please specify in your statement)	

Statement and list of evidence to support your appeal:
Continue on a separate sheet if required

Please put a tick in each box and then sign the Declaration:

I have read NHAM's Academic Appeal policy and procedures	
I understand that the information given in my Statement of appeal will be treated as the <u>definitive</u> statement of my case and that any information given later may be disregarded.	
I am submitting:	
This form	
A statement of my appeal	
Relevant evidence to support my statement	



Signature:	Date:
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Send this form, with your statement and relevant evidence to Student Services

Office Use Only:

Appeal Decision:	☐ Upheld	☐ Rejected
Considered by:		
Position:		
Signature:	Date:	