|  |
| --- |
| Results Appeal Form 23-24 |

|  |  |  |  |
| --- | --- | --- | --- |
| General Information | | | |
|  |  | | |
| Surname/Family Name |  | | |
| First Name(s) |  | | |
| Student ID Number |  | | |
| School (please select from the drop down menu) | Please select | | |
| Course |  | | |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | Yes | No | Prefer not to say |
| Have you read the [Results Appeal Procedural Guidance?](https://www.hud.ac.uk/registry/regulations-and-policies/studentregs/) | Yes | No |  |

|  |
| --- |
| If your Results Appeal is based on Extenuating Circumstances Grounds - Please note the following important information. |

**ECs and Two Years No Credit and Maximum Period of Registration**

Please be mindful that if an EC is approved, this does not override the two year no credit regulation or the maximum period of registration regulation (see below).

7.4.12. **Two Years No Credit** - An undergraduate student’s registration for an award of the University will be terminated if two academic years (including standard resit periods) elapse without the award of credit. The CAB will confer any interim award to which the student is entitled.

7.4.13 **The maximum period of registration** - If a student is unable to achieve their award within the maximum period of registration, they will be withdrawn from their course and any interim award will be conferred, as appropriate.

If you are nearing the end of your maximum period of registration (most likely if you have had a repeat year or an interruption of study) or have not achieved any credit for almost two years, then please make every effort to submit your work before this period ends. If you are not sure when this is, please contact your School office for confirmation. If you are unable to complete all your assessments within the registration period, you will be withdrawn from your course at the next Course Assessment Board.

|  |
| --- |
| Stage 1 Appeal |

What would you like to appeal against? *Please select a choice from the drop down menu*

|  |
| --- |
| Please select from the drop down menu |

Which assessments have been affected? *Please include the module name and the name of the assessment*.

|  |
| --- |
|  |

**On what date were the results you wish to appeal released?** *This is not the date you accessed them for the first time, but the date they were published online via MyResults.*

|  |
| --- |
|  |
| Grounds for Appeal |

For your Stage 1 appeal to be considered you must select one or more of the following grounds and provide independent evidence to support your claim.

|  |  |
| --- | --- |
|  | there was an irregularity in how your work was marked; |
|  | there was an irregularity in how your classification was calculated; |
|  | there were circumstances that affected your submission and you could not have told us sooner by using our extenuating circumstances procedure. |

|  |
| --- |
| Details |

Please give full details of your case, in chronological order, in the box below.

Please ensure that you include the module(s)/assessment(s) that have been affected and the date(s) on which the issue(s) occurred.

|  |  |  |
| --- | --- | --- |
| Date(s) | Module Code | Details |
|  |  |  |

If your appeal is being submitted after the deadline (10 working days from the date that your results were published), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late.

|  |
| --- |
| Evidence Please see our [evidence guide here](https://www.hud.ac.uk/media/assets/document/registry/forms/UniveristyofHuddersfieldSupportingEvidenceGuide21-22FINAL.pdf) |

Please list all the evidence you are attaching to your appeal

|  |
| --- |
|  |

|  |
| --- |
| Stage 2 Appeal |

**You should only complete this section if you have submitted and had a response to your Stage 1 appeal.**

You should be aware that if your Stage 2 Appeal request is being submitted beyond the deadline (10 working days from the date that the stage 1 outcome was issued), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late.

|  |
| --- |
| Grounds for Appeal |

For your Stage 2 appeal to be considered you must select one or more of the following grounds.

|  |  |
| --- | --- |
|  | there was a material irregularity in the way we considered your Stage 1 Appeal |
|  | the decision we reached was unreasonable in light of the evidence provided for Stage 1 |
|  | you have submitted new evidence which, for a good reason, could not have been provided at Stage 1 and would have materially affected the outcome. |

|  |
| --- |
| Details |

This section should be used to highlight why you do not believe that your Stage 1 appeal has been satisfactorily addressed.

|  |
| --- |
|  |

|  |
| --- |
| Evidence |

You should note that additional evidence is not normally accepted if submitted with your Stage 2 Appeal unless your evidence can confirm why it was not available for consideration as part of your Stage 1 Appeal.

If you intend on submitting evidence, please list all the evidence you are attaching.

|  |
| --- |
|  |

|  |
| --- |
| **Declaration** |

Please ensure that you have completed all relevant sections of this form.

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or your appeal may not be upheld.

Please submit your form and evidence by email, as attachments, to [**ResultsAppeal@hud.ac.uk**](mailto:ResultsAppeal@hud.ac.uk)

|  |  |
| --- | --- |
| Signed: | Date: |

Please note that we are able to accept electronic signatures, you are not required to print, sign and scan your appeal form.