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|  **PGR Assessment Appeal Form** |  |

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| General Information |
| Surname/Family Name |       |
| First Name(s) |       |
| Student ID Number |       |
| School | Select your School |
| Course | Select your degree |
| Have you sought advice from the Students’ Union Advice Centre when completing this form?  | [ ]  Yes | [ ]  No | [ ]  Prefer not to say |
| Have you read the [Regulations and Procedure for PGR Assessment Appeals](https://www.hud.ac.uk/registry/current-students/pgr/assess-app/)? | [ ]  Yes | [ ]  No |  |

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| Stage One Appeal |
| If you are submitting a stage one appeal, it is important that you continue to work towards the resubmission date that we confirmed in your assessment outcome – you are required to continue work on any amendments for resubmission, even if you do submit an appeal.  |
| Which assessment outcome are you appealing? |      Choose an item. |
| What was the date of your assessment? | Select date  |
| On what date did you receive the outcome and examiners’ report? | Select date  |
| If your appeal is being submitted after the deadline (10 working days from the date you received the assessment outcome that you are appealing), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late. |

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| Grounds for Stage One Appeal  |
| For your stage one appeal to be considered, you must select one or more of the following grounds and provide independent evidence to support your claim(s): |
| [ ]  | There was a material irregularity in the way we handled your assessment that affected your outcome. |
| [ ]  | You have extenuating circumstances which – for good reason – you could not have told us about before the outcome of your assessment.  |
| [ ]  | There was bias (or a reasonable perception of bias) in the way you were assessed. |

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| Stage One Appeal Details |
| Please give full details of your case in the box below. You should number each point of your appeal separately and succinctly explain how your point relates to one of the grounds you are allowed to appeal on. This box will expand as you type. Please note: You may not challenge the academic judgement of the examination team. Academic judgement is an assessment of the standard of your work in relation to learning outcomes and academic integrity, that can only be made by someone who has relevant academic expertise.  |
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| Stage One Appeal Evidence |
| Please list below all of the documents that you are submitting in support of your appeal. Please submit this evidence as a separate document/s to the appeal form.  |
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| Stage One Appeal 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 processing of your appeal and could mean that it is rejected  |
| Signed: |       | Date: | Select date  |

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| Stage Two Appeal |
| **You should only complete this section if you have submitted and had a response to your stage one appeal. If you are submitting a stage one appeal, please skip to the declaration at the bottom of this form.**If you are submitting a stage two appeal, it is important that you continue to work towards the resubmission date that we confirmed in your stage one outcome – you are required to continue work on any amendments for resubmission, even if you do submit a stage two appeal. You should be aware that if your stage two appeal request is being submitted after the deadline (10 working days from the date that the stage one outcome was issued to you), you will need to explain why and provide independent evidence to demonstrate good reason why your appeal is late. |

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| Grounds for Stage Two Appeal  |
| For your stage two 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 one appeal. |
| [ ]  | The decision we reached was unreasonable in light of the evidence provided for stage one. |
| [ ]  | You have submitted new evidence which, for good reason, could not have been provided at stage one and would have materially affected the outcome.  |

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| Stage Two Appeal Details |
| Please explain why you do not believe your stage one appeal has been satisfactorily addressed. The box will expand as you type.  |
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| Stage Two Appeal Evidence |
| Please note that additional evidence is not normally accepted if submitted with your stage two appeal, unless your evidence confirms why it was not available for submission and consideration as part of your stage one appeal. If you intend to submit evidence, please list all evidence you are providing below and explain why it was not submitted at stage one.  |
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| Stage Two Appeal 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 processing of your appeal and could mean that it is rejected  |
| Signed: |       | Date: | Select date  |

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

Please submit your completed form by email, with your evidence attached, to Registryresearch@hud.ac.uk.