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| Course Assessment Board Appeal (Stage Two) - Review of Initial DecisionTaught Students Only |

**This form is intended for use by students on taught programmes of study**

Before completing this form please read [Assessment Regulation 7 in the Students’ Handbook of Regulations.](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=63)

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

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| Section One: General Information | | | | |
|  |  | | | |
| Surname/Family Name |  | | | |
| First Name(s) |  | | | |
| Student ID Number |  | | | |
| School | Please select | | | |
| Course |  | | | |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | | Yes | No | Prefer not to say |

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| Section Two: Request for a Review of the Initial (Stage One) Decision |

2a) Please explain why you do not believe that your appeal has been satisfactorily addressed.

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2b) If you are providing evidence that you did not include with your initial CAB appeal, please explain why you were not able to provide this at the time.

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2c) If you are submitting your request for a review more than 10 working days after the date of the initial decision made about your CAB appeal, please explain why you were unable to meet the deadline for requesting a review of the decision and attach any relevant evidence.

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| Section Three: Declaration |

Please ensure that you have completed all relevant sections of this form. Please submit your form and any relevant evidence by email, as attachments, to [CABappeals@hud.ac.uk](mailto:CABappeals@hud.ac.uk).

If you have any problems submitting your form or evidence by email please contact [CABappeals@hud.ac.uk](mailto:CABappeals@hud.ac.uk).

Please note - a medical evidence certificate alone is not sufficient for an appeal. You must provide a letter from your GP which clearly informs the University of the impact your circumstances have had on your studies and/or your ability to engage. If a medical evidence certificate alone is provided then it is likely that your appeal will not be accepted.

You will receive an automated email to confirm that your appeal has been received by Registry.

Failure to complete this form correctly and submit evidence promptly may delay the process of your request for a review or your appeal not being upheld.

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| Please confirm whether you are happy for the above information to be shared with your school. | Yes | No |
| Signed: | Date: | |

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