RVC Student Appeals Request Form

1. **Information for Students**

1.1 Students who wish to put forward a case regarding their results or continuation of study can use this form to help submit an Appeal.

1.2 This form should be used if:

1.2.1 You have evidence to suggest that a procedural error or an administration error has taken place

during a marking process.

1.2.2 You have received a withdrawal registration notice from the Examinations Office.

1.2.3 You have been withdrawn from the registered course as per the Student Performance and

Development system.

1.2.4 You have received a withdrawal notice from following a Post Graduate Research Appraisal or

Interns or Resident Progress Assessment.

1. **Further advice for students**

2.1 Before submitting your appeal, please ensure you review the following:

2.1.1 A001 – [RVC Student Appeals Procedure](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-student-appeals-complaints-and-conduct)

1. **Confidential/Anonymous Reporting**

3.1 Most information is reported to us openly; however, we sometimes receive requests to keep identity confidential. If information is provided to us on a confidential basis, we will take appropriate steps to redact information where appropriate. Please do let us know when making your appeal if you wish for sections of your submission to remain confidential. Otherwise, we will assume that we can disclose it and continue with procedures.

3.2 Should you submit any third-party evidence then you will need to include written consent by the individual for the information to be shared within the appeals process. This could be medical documentation to support the impact of a family illness therefore, the individual will need to provide consent of disclosure.

3.3 Any irrelevant data submitted either by the appellant or the third party should be redacted for example, hospital numbers, numbers, DOB. Where this hasn’t been done, the Student Resolution and Compliance (SRC) Team reserve the right to redact the information to ensure RVC compliance of Data Protection.

1. **Completing the Form**

4.1 Before completing this form, please read the [RVC Student Appeals Procedure](https://www.rvc.ac.uk/about/the-rvc/academic-quality-regulations-procedures#panel-student-appeals-complaints-and-conduct).

4.2 To submit an appeal, please fill out the form below and return to [studentappeals@rvc.ac.uk](mailto:studentappeals@rvc.ac.uk) along with your documented evidence.

|  |  |
| --- | --- |
| **Today’s Date:** |  |
| **Student’s Full Name:** |  |
| **Student ID Number:** |  |
| **Programme of Study:** |  |
| **Name of Tutor:** |  |
| **Name of Supervisor**: (if applicable e.g. for Research Projects). |  |
| **Year of study:** |  |
| **RVC email address:** |  |
| **Which process has resulted in the decision of non-progression?** | *Please state the process:*  Board of Examiners  Research Degrees Committee  Student Performance and Development Policy  Post Graduate progression or appraisal system.  *Other*  *If ticked other, please state which section below:*  ………………….. |
| **Date of above notification:** |  |
| **Please identify the grounds in requesting an Appeal. Please tick any that apply:** | There is **new evidence** that could not have been made available at the time of the first decision and is relevant to the first decision. |
| There was significant **error in the procedure** followed by the Board or Panel that might have resulted in an incorrect decision. |
| Failure or ineligibility for award was caused by **extenuating circumstances** more severe than typical circumstances experienced by their peers. |
| **Please explain the grounds in further detail:**  **Overview/summary** | *Please note full evidence and written statement needs to be provided separately to your summary.* ***Please ensure your word count does not exceed 1500 words.*** |
| **Please list any evidence you wish to attach:**  Your Appeal **must** include a **written statement** together with **documented evidence.** |  |
| **What is your preferred outcome following an Appeal?**  **(e.g. do you want to repeat the year, resit)** |  |

Please be reminded should you require any wellbeing support or advice in relation to your appeal then please contact the Advice Centre ([advice@rvc.ac.uk](mailto:advice@rvc.ac.uk)).

Should you require any academic support then please contact your Course Team, academic tutor, or supervisor. The [RVCSU Team](https://www.rvcsu.org.uk/union/yoursuteam/) are also available to offer any independent undergraduate or post graduate advice or support.