**ACADEMIC APPEAL**

**REQUEST FOR INDEPENDENT REVIEW OF OUTCOME**

**(only to be completed following the receipt of an academic appeal outcome)**

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| **Guidance** |
| This form should only be used if you have received the outcome of an academic appeal and you believe you have grounds for a review. Please see: <https://www.bolton.ac.uk/student-policy-zone/student-policy-zone-2022-23/academic-appeals-regulations-and-procedures-2022-23>  **Please read and complete all sections of this form.**  **Please see your Programme Handbook for support available.** |

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| **Timescale** |
| Your completed form should be submitted with supporting evidence within **one month from the date you receive your academic appeal outcome** |

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| **Your Details** | |
| Given Name |  |
| Family Name |  |
| Student Number |  |
| School/Partner Institution |  |
| Programme of Study |  |
| Level of Study |  |
| Date of Appeal Outcome Letter |  |
| Email addresses (University and Personal) |  |

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| **Grounds for Review of Academic Appeal Outcome** | |
| A request for review can only be submitted on one or more of the following grounds. Please indicate the grounds for your appeal by ticking the appropriate box. | |
| A. There was a procedural irregularity in the conduct of the Appeals Panel or the investigation that may render the original decision unsafe. |  |
| B. New material evidence is available which the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome. |  |
| C. Consideration of whether the outcome was reasonable and appropriate in the  Circumstances. |  |
| **In relation to the grounds you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the outcome of the appeal.** | |
| **Ground A**  Please explain why you believe there was a procedural irregularity in how you your appeal was considered and how you believe this has affected the outcome. | |
| **Ground B**  Please attach evidence in support of your review request, explaining why this evidence was not made available for consideration by the Appeals Panel, and its relevance to your appeal. | |
| **Ground C**  Please provide further detail on why you believe that the outcome was not reasonable and appropriate in the circumstances. | |

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| **If you have missed the deadline to submit your review request, you will need to provide reasons for the delay and include supporting evidence with your completed form (e.g. if you were ill or incapacitated during the relevant time period, you should provide medical evidence).** |
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| **Outcome** |
| **Please indicate, without prejudice, what outcome or further action you are seeking.** |
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| **Evidence** |
| **Please list evidence submitted with this form** |
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| **Declaration** | |
| **By signing this academic appeal review request form I confirm the above information and supporting evidence is true and accurate. I understand that failure to submit supporting evidence may result in this application being rejected regardless of the subject of the appeal. I have read and understand the academic appeal guidance notes.** | |
| Signed: | Date: |

**Please submit your completed form and supporting evidence by email to** [**appeals@bolton.ac.uk**](mailto:appeals@bolton.ac.uk)