

# SOUTH EASTERN REGIONAL COLLEGE

**PRIVACY NOTICE:** Information gathered on this form will be processed within the provisions of the Data Protection Act (2018) and the UK GDPR and used for the purpose of recording and managing academic appeals. The College is permitted to process personal data where there is a 'lawful basis' to do so. This processing is necessary for the performance of your contract. Your information may be shared with relevant College staff for the purpose of recording and managing academic appeals.

Further information on data protection and your rights are available on our website [privacy notice](#)

## ACADEMIC APPEAL FORM 1:

### APPEAL ON THE BASIS OF NEW INFORMATION

NOTES
<p>A student may appeal against a decision on his or her academic progress on the basis of evidence of extenuating circumstances <b>not known</b> to the Board when the decision was made. <b>N.B. The academic judgement of examiners is not open to appeal.</b></p> <p>The regulations require that relevant written medical evidence, or evidence of compassionate circumstances must be presented.</p> <p>Evidence of ill-health must be authenticated by the student's medical adviser. Self-certification is <b>not</b> acceptable.</p> <p>The completed form will be considered by an Appeals Panel acting on behalf of the examinations board which made the original decision. The student will be interviewed if he/she wishes and may be accompanied. Legal representation is not permissible.</p> <p>An explanation on student appeals is available in the HE Student Handbook, Programme Moodle Site, and Higher Education Programmes SOP on the SERC Website.</p>
<b>PLEASE COMPLETE ALL SECTIONS OF THIS FORM</b>
<b>SECTION A: TO BE COMPLETED BY STUDENT</b> (please complete legibly suitable for copying)
<b>1. Name (in full):</b>
<b>2. Student ID No:</b>
<b>3. Address (for all correspondence):</b>     <b>Email:</b>
<b>4. Contact Telephone No:</b>
<b>5. Programme Title and Code:</b>

**6. Academic Year of Study:**

**7. Campus:**

**8. Presentation of new evidence of illness or other extenuating circumstances**

Failure to complete this section may result in your appeal being rejected.

- a. Specify factors relevant to your academic performance which were not known when the original decision was taken (attach copies of medical certificates or other supporting material); this **must** be new information (see Section 9 below);

- b. Explain why the information now being supplied was not made available sooner;

**N.B.** The original decision of the Board will be confirmed without the opportunity for interview if:

- a. it is determined that you have not submitted any new information or you have not provided a satisfactory explanation for your failure to supply the information by the date(s) prescribed in the regulations in the HE Appeals section of the HE Programmes SOP;

or

- b. there is no contemporaneous, independent, medical or other evidence to support the appeal.

**9. Previous presentation of evidence of illness or other extenuating circumstances**

If you have already submitted to the College, at any time during the current academic session, evidence of illness or other extenuating circumstances relevant to your academic performance, please indicate below:

- i the approximate date on which you forwarded these to the College:
  
- ii the person or office to which they were addressed:
  
- iii the nature of the illness or other extenuating circumstances and the period over which they could have affected your academic performance:

**N.B.** The above information is for advice of Appeals Panel only and is not for the purpose of reconsideration.

**10. Decision on your academic progress against which you wish to appeal**

**11. Interview**

You may not be called to interview if the evidence you have submitted is deemed to be sufficient for upholding your appeal.

- i Do you wish to be interviewed by the Appeals Panel? Yes/No
- ii Do you wish to be accompanied at interview? Yes/No
- iii If Yes, give the name and position of this person.

**N.B.** The person accompanying you **cannot** be a legal representative. It is your responsibility to arrange for this person to attend.

**Signature:**

**Date:**

**On completion of this form the student should return form as follows:**

**TO:** Senior Customer Services Officer at any main campus reception point

or via email to [academicappeals@serc.ac.uk](mailto:academicappeals@serc.ac.uk)

**BY:** Within 10 working days of receiving results (7 working days for Ulster University programmes)