**UHI Argyll:**

**Further Education Academic Appeal Form**

* This is the formal FE Academic Appeals form and should be used if you have been unable to resolve your academic appeal informally with your lecturer or student advisor.
* This form should be submitted within **25 working days** of the date of the formal communication that notified you of your results or the decision against which you are appealing (i.e. publication of your results whether by email or in paper form).
* Please include any supporting documentary evidence appropriate to the academic appeal.

Appeals should be submitted to the Head of Curriculum ([don.mitchell@uhi.ac.uk](mailto:don.mitchell@uhi.ac.uk))

**Your Contact Details**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | | | | |
| **Student Number:** |  |  |  |  |  |  |  |  |  |
| **Programme of study/Course:** |  | | | | | | | | |
| **Contact address:** |  | | | | | | | | |
| **\*Email address:** |  | | | | | | | | |
| **Contact telephone no:** |  | | | | | | | | |

**\*Please note that, where possible, email communication will be used to correspond with you during the appeals process.**

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| **1. I wish to appeal against the following academic decision:** |
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| **2. I base my appeal on the following grounds:** |
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| **3. I have suffered the following disadvantage as a consequence of the academic decision indicated in Section 1 above:** (if this applies to you) | | | |
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| **4. I am submitting the documentary evidence listed below to support my appeal:**  *(where appropriate include any additional Statement of Appeal and any evidence of medical or personal circumstances)* | | | |
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| **Signed:** |  | **Date:** |  |