

Academic Appeal



University of
Chester

(AA-02) Appeals relating to Specific Learning Differences

This form is for students at Level 3, 4, 5, 6, 7 and 8 (taught provision only) who wish to appeal against a decision of the Awards / Progression Assessment Board on the basis of being diagnosed with an SpLD, but who have not had the additional arrangements they are entitled to.

This form is provided as PDF document which you can type into, save and print by downloading the file and opening it in Adobe Reader. You should not attempt to fill out this form in your web browser.



University of
Chester

Introduction

The University of Chester's Academic Appeal procedure is set out in section 10 of Handbook F of the Quality & Standards Manual. It is available to staff and students of the University on Portal.

This form is specifically for students who wish to appeal on the ground 3.1.3.

The appellant had been assessed as having a specific learning difficulty during the current academic session, provided that the provisions of section 5 [of the Academic Appeal Procedure] have been adhered to.

Students wishing to appeal on this ground are advised to contact Student Futures as soon as possible. This form should be completed by Student Futures, in conjunction with the student.

In the event that Student Futures is unable to confirm that all of the necessary

paperwork is in place for a student to appeal on these grounds, they should be advised to submit an appeal on other grounds using the form AA-01, which is available on Portal.

Advice regarding completion of this form can be obtained by contacting the Student Casework team in Academic Services at:

academicappeals@chester.ac.uk.

Academic Services should be notified when a student contacts Student Futures regarding an appeal on these grounds. The deadline for submitting this form will then be extended to 21 days from the date of the decision being appealed against.

Use this section to give us details about you

Student number:							
Programme of study:							
Title:	Mr	Mrs	Miss	Ms	Mx	Dr	Other
Surname/Family name:							
First/Given name(s):							
Postal address:							
Post code:				Country:			
Landline:			Mobile:				
Email:							

We will use your University of Chester email address to keep you informed about progress with your appeal, but if you provide us with a private email address, we will copy any messages to it. **If we send you a message before 4pm Monday – Friday, we will assume that you have received it on the same day.**

	YES	NO
Are you studying at a Partner college of the University of Chester?		
If yes, please state which college:		

To help us direct your appeal appropriately, please answer the following questions:

	YES	NO
Have your studies at the University been terminated?		
If your studies have not been terminated, have you been prevented from progressing to the next level of study?		
Have you been sponsored by the University for a Student Visa?		

Use this section to tell us who you want us to discuss your appeal with

We will handle the information you provide on this form in accordance with our privacy statement. A copy of this is available on Portal and on the University's website. To ensure that you have access to appropriate support throughout the process, you might find it helpful to allow us to discuss your case with others. In this section, you can state whether you give your permission for us to do this.

					YES	NO	Not applicable
If your appeal is about a decision of the Mitigating Circumstances Board, do you consent to us obtaining data that Registry hold about your original application?							
If you contact the Chester Students' Union for support with your appeal, do you consent to us sharing data and discussing your case with them?							
Do you give permission for us to discuss the details of your case with a third party? If you want to give permission for us to talk to a friend or relative on your behalf, you should tick 'yes' and give their details below.							
Title:	Mr	Mrs	Miss	Ms	Mx	Dr	Other
Surname/Family name:							
First/Given name(s):							
Relationship to you:							

When your appeal is received by Academic Services, you will receive an acknowledgement by email. This acknowledgement will contain a unique reference number for your case. If you have given permission for us to discuss your case with a third party, **it is your responsibility to ensure that they have your student number and the reference number of your case.**

This section is to be completed by Student Futures

In order to be admissible, an appeal on the ground of an in-year diagnosis of a SpLD where the student was not in receipt of alternative arrangements must be supported by Disability Support and be accompanied by the appropriate documentation. Confirmation of this should be given in this section.

Name of the person completing this section:			
Job title:			
		YES	NO
5.3.1.	The student had been diagnosed in the current academic session, and before the meeting of the relevant Awards Assessment Board or Progression Board.		
5.3.2.	Student Futures is in receipt of a report compiled by an Education Psychologist or other person qualified to diagnose Specific Learning Difficulties.		
5.3.3.	The student had not been afforded all opportunities agreed in a full Inclusion Plan to support the assessment or examination in question.		

- **If you have ticked 'No' to any of the statements above, an appeal on the ground of having an in-year diagnosis of a SpLD is not permissible. However, the remainder of this form should still be completed and sent to Academic Services.**
- **Where this happens, the appellant should be advised that if they still wish to appeal, they will have to do so on the basis of another ground, using the AA-01 form available at <https://www1.chester.ac.uk/academic-quality-and-standards/student-affairs/academic-appeals>.**
- **Students who wish to continue with an appeal on other grounds should be advised to contact Chester Students' Union for assistance.**

**Part E:
Other details**

Please provide any further details that either Student Futures or the student feel is relevant to this case. **It is especially important to give further information if Student Futures is unable to support the student's appeal on these grounds.**

Supporting documentation and student declaration

The documentation requested below must be sent to Academic Services along with this form. **Student Futures confirms that:**

This student had been diagnosed in the current academic session.		
A copy of a report by an Educational Psychologist or other person qualified to diagnose Specific Learning Difficulties has been received for this student and that a copy is appended to this form.		
This student has been given a full Inclusion Plan and that a copy is appended to this form.		
This student was not afforded all of the opportunities agreed in their Inclusion Plan to support the assessments in question.		
Declaration to be signed on behalf of Student Futures		
I confirm that I believe the declarations made on this form on behalf of Student Futures are true.		
Signature:		Date:

Declaration to be signed by the student		
I confirm that I have read and understood the Academic Appeal Procedure. I have read the academic appeal privacy statement and I am aware of how the University will process my personal information. I confirm that I am the student making the appeal, I agree to be bound by the terms of the Academic Appeal Procedure and confirm that I believe the facts stated in my appeal submission are true.		
Signature:		Date:

A copy of this form should be given to the student.

A further copy should be emailed to academicappeals@chester.ac.uk with any supporting documents attached as PDF files.