

# 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 <https://www.serc.ac.uk/customer-privacy>

## ACADEMIC APPEAL FORM 2:

### APPEAL ON THE BASIS OF PROCEDURAL OR OTHER IRREGULARITIES

| NOTES   |
|---|
| <p>A student may appeal against a decision on his or her academic progress on the basis of procedural or other irregularities in the conduct of the examinations, or in other forms of assessment, or in the decision-making process.</p> <p><b>N.B. The academic judgement of examiners is not open to appeal.</b></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><br>(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><br><br><br><br><br><b>Email:</b>  |
| <b>4. Contact Telephone No:</b>   |
| <b>5. Programme Title and Code:</b>   |
| <b>6. Academic Year of Study:</b>   |
| <b>7. Campus:</b>   |

**8. Statement by Student**

Please provide details of the procedural or other irregularities relating to coursework or examinations, or in the decision-making process associated with your academic progress.

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

If it is established that there is a case for an 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)