**Academic Appeal Form**

**Important**: Before making an appeal, please read the ACM Policy and Procedures and **deadlines for submission** of your appeal. This information is available on request via appeals@acm.ac.uk.

If you have a **complaint** concerning the management or organisation of the module or programme, or about poor teaching, supervision or guidance during your studies, please refer to the Student Complaints & Grievances Policy & Procedures.

**Please complete the form below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **Student ID:** |  | **Telephone No:** |  |
| **Email Address:** |  | | |

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| --- | --- |
| **Degree - Music Industry Practice** | |
| BA(Hons) Music Industry Practice: Musician Route |  |
| BA(Hons) Music Industry Practice: Producer Route |  |
| BA(Hons) Music Industry Practice: Creative Artist Route |  |
| BA(Hons) Music Industry Practice: Business and Innovation Route |  |
| BA(Hons) Music Industry Practice: Technical Services |  |
| BA(Hons) Music Industry Practice: Commercial Songwriting |  |
| BA(Hons) Music Industry Practice: Rap/ MC Lyricist |  |
| **Degree – Games Development and Futures** | |
| BA (Hons) Games Development and Futures (2 Year Accelerated) |  |
| BA (Hons) Games Development and Futures (3 Year) |  |

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| **Musician and CA Only** | |  |  | **Academic Year** | | | | |
| Bass |  |  |  | Foundation | | |  | |
| Drums |  |  |  | Year 1 | | |  | |
| Guitar |  |  |  | Year 2 | | |  | |
| Keys |  |  |  | Year 3 | | |  | |
| Vocals |  |  |  | |  |  | |  | |  |
|  |  |  |  | |  |  | |  | |  |

**Your Appeal:**

**If you are appealing a grade for a particular module:**

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| --- | --- | --- | --- |
| **Module Title (e.g. Cultural Perspectives)** | **Module Code** | **Graded Awarded** | **Marker** |
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**If you are appealing your overall classification/award:**

|  |  |
| --- | --- |
| **Classification / Award**  **(e.g. 2.1, Ordinary Degree etc.)** | **Date Result Published** |
|  |  |

**Read the ACM Academic Appeals Policy and Procedures and tick one or more boxes:**

|  |  |
| --- | --- |
| **Why are you appealing?** | |
| My ability in the assessments was affected by extenuating circumstances. |  |
| There was an administrative error in the management of the assessment. |  |
| The assessment was not run in accordance with the programme regulations. |  |
| The Assessment Board did not properly consider circumstances relating to the delivery of the module which adversely affected my assessment performance. |  |
| I have grounds for appeal listed in the Academic Misconduct regulations (this is only for students who have been awarded a penalty for plagiarism, collusion or cheating in examinations) |  |
| There was some other irregularity which affected my academic ability. |  |

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| **What outcome are you seeking from your appeal?** | |
| Classification of Degree reconsidered. |  |
| Assessment to be remarked. |  |
| A retrospective deferral of the assessment(s). |  |
| An exceptional further attempt of the assessment(s). |  |
| Grade of module raised. |  |
| Compensation of the module. |  |
| To retake (with full attendance and fee) the whole module. |  |
| To be reinstated on the original award programme of study. |  |
| To be allowed reassessment where attendance has not met the required minimum. |  |
| A penalty for academic misconduct is reviewed. |  |
| Other outcome (please specify in your statement) |  |

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| **Statement and list of evidence to support your appeal:** |
| Continue on a separate sheet if required |

**Please put a tick in each box and then sign the Declaration:**

|  |  |
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| I have read ACM’s Academic Appeal policy and procedures |  |
| I understand that the information given in my Statement of appeal will be treated as the definitive statement of my case and that any information given later may be disregarded. |  |
| I am submitting: | |
| * This form |  |
| * A statement of my appeal |  |
| * Relevant evidence to support my statement |  |

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

**Send this form, with your statement and relevant evidence to:**

**Email:** [appeals@acm.ac.uk](mailto:appeals@acm.ac.uk)

**Post:** Academic Appeals, Registry Team, Academy of Contemporary Music, Rodboro Buildings, Bridge Street, Guildford, Surrey, GU1 4SB.

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Office Use Only:

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| **Appeal Decision: Authorised Rejected** |
| **Considered by:** |
| **Position:** |
| **Signature: Date:** |