

Investigated by \_\_\_\_\_ Date appointed \_\_\_\_\_

Faculty / School \_\_\_\_\_

Student ID \_\_\_\_\_

Forename(s) \_\_\_\_\_

Surname \_\_\_\_\_

Declared Disability (registered with Disability Service) YES/NO\* *\*delete as appropriate*

Course \_\_\_\_\_

Course code \_\_\_\_\_ Year of study \_\_\_\_\_

Module(s) \_\_\_\_\_

**What was the nature of the decision being appealed and the reason for the appeal?**  
What type of decision was it? When was it made? Why is the student unhappy?

**What were the formal Grounds for Appeal?** (Tick all that apply)

|  |   |
|--|---|
|  | Procedural irregularity                                   |
|  | Manifest unreasonableness (Mitigating Circumstances only) |
|  | New evidence (Mitigating Circumstances only)              |
|  | No formal grounds apparent                                |

**Outcome of local investigation**

The local appeal is Upheld / Partially Upheld / Rejected\* (Delete as appropriate)

**If there were valid grounds for a review of the decision, what has been done to correct the situation?**

If there were not valid grounds for review of the decision, what have you done to explain the situation to the student?

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**Timeline of Investigation**

| Date | Activity  | Documentary Evidence* |
|------|---|-----------------------|
|      | *please assign an appendix identifier to each file name eg Appx B |                       |
|      |   |                       |
|      |   |                       |
|      |   |                       |
|      |   |                       |
|      |   |                       |
|      |   |                       |

**Other Documentary Evidence provided/considered**

| Document | Appendix Identifier |
|----------|---------------------|
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**Date Investigation Completed**

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The investigating officer should ensure that this form and all accompanying documentation are forwarded to the school registry. A completed copy of the form should also be sent to [conduct@bucks.ac.uk](mailto:conduct@bucks.ac.uk) for recording and monitoring purposes.

**To the student:** If you are still unhappy with the outcome of this local process you may submit a formal appeal. To do so complete a *Notice of formal academic appeal* form (available on the University website) and submit it along with this form and its attachments, and any further information you wish to be considered **within 5 working days**, to [conduct@bucks.ac.uk](mailto:conduct@bucks.ac.uk).