**Academic Progress Appeal Guidance**

To be submitted within 14 days of the date of publication of the decision against which you are appealing. Please note that we can only accept an Appeal form which is signed by the student who is appealing and/or where it has been submitted via their King’s College London email account.

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| Important Information |
| It is essential that you consult the [B4 Academic progress regulations](http://www.kcl.ac.uk/governancezone/Assets/Students/Regulations%2C%20B4%20Academic%20Progress%202015-16.pdf) before completing this form, as it contains important information about how the College will handle your appeal and the relevant timescales. Please submit this form and your accompanying evidence via email to us at appeals@kcl.ac.ukPlease note that where an appeal contains elements of a complaint, and (in the opinion of the Director of Students and Education) requires an investigation; the matter shall be referred for consideration under the B6 Student Complaints Procedure, and the appeal may be held in abeyance until the investigation of the complaint has been concluded. In this instance, the outcome of your appeal may be delayed. |

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| Sources of Advice and Guidance |
| Student Conduct & Appeals Office provides advice on matters concerning College regulations8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WAWebsite: <http://www.kcl.ac.uk/appeals>Email: appeals@kcl.ac.ukTelephone: 0207 848 3989KCLSU Advice Service provides free, independent and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the processWebsite: <https://www.kclsu.org/advice/>Email: advice@kclsu.org Telephone: 0207 848 1588The Compass, Student AdviceWebsite: [www.kcl.ac.uk/thecompass](http://www.kcl.ac.uk/thecompass)Counselling ServiceWebsite: [www.kcl.ac.uk/counselling](http://www.kcl.ac.uk/counselling)ChaplaincyWebsite: [www.kcl.ac.uk/chaplaincy](http://www.kcl.ac.uk/chaplaincy) Disability Advisory ServiceWebsite: [www.kcl.ac.uk/disability](http://www.kcl.ac.uk/disability)Guidance on harassment, bullying and discriminationWebsite: <http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx>College RegulationsWebsite: [www.kcl.ac.uk/regulations](http://www.kcl.ac.uk/regulations) You may also wish to consider contacting your Personal Tutor or Course Representative for support |

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**Academic Progress Appeal Form**

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| 1. Your Details
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| Full Name |  |
| Student Number |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Contact Address |  |
| KCL Email | @kcl.ac.uk |
| Alternative Email |  |

If you have supplied contact information which is different to the details currently held by the College please update your Student Record as soon as possible by following this link: [http://mykcl.kcl.ac.uk](http://mykcl.kcl.ac.uk/)

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| 1. Your Appeal
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| Please indicate which of the criteria your appeal is based on.**Regulation B4 2.3(a)**That new information is to hand which could not have been made available for consideration by the Faculty/Institute/School at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration.*If appealing under this ground, please ensure that you have provided all of the following: -** *New information which has not previously been considered;*
* *A reason/evidence to explain why this could not be provided before the original decision was reached; and*
* *A reason/evidence to explain why your appeal merits further consideration.*

and/or**Regulation B4 2.3(b)**That there is evidence of significant administrative or procedural error, including error arising from non-compliance with Regulation 1.4 and 1.5, above, made at or before the time the decision to remove was taken, and sufficient evidence remains that the appeal warrants further consideration.*If appealing under this ground, please ensure that you have provided all of the following: -** *Clear evidence of a significant procedural error on the part of the College; and*
* *A reason/evidence to explain why your appeal merits further consideration.*
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| 1. Your Appeal
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| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number. |

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| 1. Supporting Evidence
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| If you are submitting documentation with your appeal, please list below each piece of documentation you have attached to this form. |

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| 1. Declaration
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| I have read and understood the College’s B4 Academic progress regulations.All information and documentation provided in/with this form is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that the submission of a falsified claim or documentation constitutes an offence under the B3 Misconduct regulations and/or the B5 Fitness for registration and fitness to practise regulations.I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration.I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal.I give permission for the College to seek verification of the authenticity of any statements or evidence provided with this appeal.Student signature:Date: |