Academic Appeal Form

Before completing this form, you should read the Notes for Guidance on Academic Appeals in the Student Handbook available from the BUE home page: (www.bue.edu.eg)

<table>
<thead>
<tr>
<th>Name</th>
<th>ID</th>
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<tbody>
<tr>
<td>Faculty</td>
<td>(Please tick √ the appropriate box)</td>
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<tr>
<td>□ Business Admin, Economics &amp; Political Science</td>
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<tr>
<td>□ Engineering</td>
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<tr>
<td>□ Informatics &amp; Computer Science</td>
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<tr>
<td>□ Nursing</td>
<td>□ Pharmacy □ Dentistry □ Law □ Art &amp; Humanities</td>
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<tr>
<td>Year of Programme</td>
<td>□ Prep □ One □ Two □ Three □ Four □ Five</td>
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<td>BUE email</td>
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<tr>
<td>Semester</td>
<td>□ One □ Two □ Re-sit (SAP)</td>
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Nature of the Appeal (Please tick √ the appropriate box)

Against the decision of a Dean/Faculty Academic Misconduct Committee to penalise you. **Please do not submit separate forms for different modules, just give the module code(s) and name(s) in the box**

<table>
<thead>
<tr>
<th>Module code</th>
<th>Module name</th>
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Grounds for the Appeal (Please tick √ the appropriate box)

<table>
<thead>
<tr>
<th>Grounds</th>
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<tr>
<td>Procedural irregularity, prejudice or bias in the conduct of the</td>
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<td>assessment process.</td>
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<td>Circumstances that have impaired your performance. Providing that</td>
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<td>these circumstances were not known by the Board of Examiners at the</td>
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<td>time it made its decision, that these circumstances can be</td>
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<td>substantiated, and that there is a valid reason for not notifying the</td>
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<td>Board of Examiners in advance in accordance with the relevant</td>
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<td>provisions of the Impaired Performance Procedure.</td>
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</table>

Requests without documentary evidence or requests that question the academic judgement of the examiners will be rejected.

Appeal Case

Please give a brief explanation of your appeal case below. Attach any supplementary sheets as necessary, or insert your typed sheets here. You should note that this information and any supporting evidence that you submit will be made available to the Academic Appeals Committee if the Registrar believes that there is a prima facie case for the appeal to be heard.

Student Signature: ___________________________ Date: ________________

Received by (Q&V staff only):____________________ Date:_________________