# MBA/EMBA/MFin/Executive MAcc Graduate Admissions Appeal Form

Admissions: Complaints and appeals (MBA, EMBA, MFin, Executive MAcc)

This form is only for use in Appeals which are defined as MBA / Cambridge EMBA / Global EMBA / MFin / Executive MAcc Admissions Appeals within the Cambridge Judge Business School’s Admissions Appeal and Complaints procedure.

Please [read this procedure](https://www.jbs.cam.ac.uk/programmes/admissions-appeals-complaints/#item-2) before completing this form.

You must print, sign and upload this form in order to submit your admissions appeal. Please read the form very carefully before signing it.

Application ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname/ family name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name/given name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course of study applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is only for use in postgraduate admission appeals as defined within the [Cambridge Judge Business School Admissions Appeals & Complaints procedure](https://www.jbs.cam.ac.uk/programmes/admissions-appeals-complaints/#item-2). It is important that you read that guidance and the following information before completing this form.

Your appeal must be based on one of the three grounds set out in the guidance and cannot be based on any other ground. **If your appeal is judged not to address one of these grounds it will be rejected without further investigation**.

## You should **not** use the postgraduate admission appeal process to:

* provide additional information about yourself or your application, including recent achievements; you are welcome to apply in future years if you have additional information to provide;
* request advice on how to improve your application;
* request feedback on an admission decision;
* seek a review of your fee status;
* query your College allocations.

Before submitting an admission appeal you should explore your issue and, if possible, resolve the matter locally, with the relevant programme admissions office. Your appeal will not be taken forward if other avenues of redress are still in progress. If you wish to appeal once these are complete, you will need to complete a new form.

Note that an admission appeal cannot be made about a matter of academic judgment; that is, a judgment where only the opinion of an academic expert is sufficient to decide on the issue. [Visit the Student Complaints website for more information and examples of academic judgments](https://www.studentcomplaints.admin.cam.ac.uk/home/academic-judgment).

☐ Please tick to confirm you have read and complied with the information above and the Appeals and Complaints procedure.

1. Please identify the admission decision or issue that you are appealing and the outcome sought.

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| --- |
| Maximum 50 words |

1. Are you appealing on the grounds of a serious procedural error?
Yes / No
2. If yes, please state your case precisely using the following headings. Note an incomplete entry may not be considered. Note also that the rejection of a good candidate does not in and of itself represent evidence of procedural error.

|  |
| --- |
| 1. What occurred during the admissions process?
2. Why do you believe this represents a serious procedural error?
3. What were the consequences?
 |

1. Please provide a numbered list of any supporting evidence you are submitting in evidence for your appeal on this ground. Any such evidence should be provided in the order set out in this list.

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| --- |
| Maximum 500 words |

1. Are you appealing on the grounds of **bias in the decision making process** defined as treating someone less favourably than another because of belonging to a protected group, as set out in the University’s [Equal Opportunities Policy](https://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equal-opportunities-policy)?
Yes/ No
2. If yes, please state your case precisely using the following headings. Note an incomplete entry may not be considered.

|  |
| --- |
| 1. What occurred during the admissions process?
2. Why do you believe this represents bias in the decision-making process?
3. What were the consequences?
 |

1. Please provide a numbered list of any supporting evidence you are submitting in evidence for you appeal on this ground. Any such evidence should be provided in the order set out in this list.

|  |
| --- |
| Maximum 500 words |

1. Are you appealing on the grounds of extenuating circumstances affecting your prior academic or non-academic achievements which, for good reason, you did not inform the University of in your application, and which would have had a material impact on the admission decision?
Yes / No
2. If yes, please state your case precisely using the following headings. Note an incomplete entry may not be considered.

|  |
| --- |
| 1. What were the extenuating circumstances affecting your prior achievements?
2. Why do you believe this would have had a material impact on the relevant admission decision?
3. Why did you not disclose this previously?
 |

1. Please provide a numbered list of any supporting evidence you are submitting in evidence for you appeal on this ground. Any such evidence should be provided in the order set out in this list.

|  |
| --- |
| Maximum 500 words |

1. Please state what steps you have taken to resolve the admission enquiry informally

(i.e. with the Admissions Office)

|  |
| --- |
| Maximum 250 words |

## Applicant declaration

**I confirm that:**

* I understand that Cambridge Judge Business School may need to process personal details about me, which could include sensitive information, in order to investigate my admission appeal.
* I understand that Cambridge Judge Business School may need to exchange information about my admission appeal within the University and Colleges in order to resolve the matters under appeal.
* The information I have given on this form is true, correct and complete to the best of my knowledge.

By signing this document, I am agreeing to the above conditions.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**