

Stage 1 Academic Appeal form

Before completing this form, please read [University Regulation 17](https://www.bath.ac.uk/publications/regulations-for-students-2023-24). This form and further guidance are available online via the guide to [appealing against an academic decision](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/).

Instructions

* Use this form if you are on a taught course (i.e., an undergraduate or postgraduate taught course) or are a research student appealing an academic decision relating to the taught phase of your programme.
* Complete Sections 1 to 5 of this form. This document is protected but you can add text where stated.
* Sign and date the form (section 6).
* Confirm the list of evidence you are submitting (section 5). It is very important that you provide all the relevant evidence available to you when you submit this form. **Your submission must contain all the details and evidence that you wish to be considered as part of this appeal process**.
* Submit this form no later than 14 calendar days after you have received notification of the academic decision you are appealing (by email from the University). Requests received after this deadline will not normally be considered.

Appeal evidence requirements

**You must provide evidence that is available to you to make as clear a case as you can when you submit your academic appeal**. Your submission must contain all the details and evidence that you wish to be considered as part of this appeal process. This evidence should confirm what happened, and when. You will not normally have any further opportunity to present your case or provide further detail beyond the information you provide in this appeal form and the evidence you submit.

We recognise that evidence you are hoping to provide to support your appeal may be available later than the 14-calendar day deadline. If you need longer to provide evidence, you should make this clear (section 5) providing the reason you have not been able to provide the evidence sooner and a date by which the late evidence will be provided.

For details about the evidence you will need to submit with your form, please read the section on [appeal evidence requirements](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#appeal-evidence-requirements) in the guide to appealing against an academic decision.

Advice and assistance

You should seek advice on your case before submitting this form, as detailed in the [support](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#support) section of the guide to appealing against an academic decision.

Submitting your appeal

Details of where to send your completed form and supporting evidence can be found in the section on [where to submit your appeal](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#where-to-submit-your-appeal) in the guide to appealing against an academic decision.

Receipt of your completed form and evidence will be acknowledged by email.

# 1. Your Details

**Student number:** Click or tap here to enter text.

**Preferred First Name:** Click or tap here to enter text.

**Formal First Name:** Click or tap here to enter text.

**Surname/Family Name:**  Click or tap here to enter text.

**Contact phone number:** Click or tap here to enter text.

**University of Bath email address:** Click or tap here to enter text.

**Alternative email address:** Click or tap here to enter text.

**Department or School:** Click or tap here to enter text.

**Course:** Click or tap here to enter text.

## **Disability Access Plan (DAP)**

[ ]  If you have a Disability Access Plan (DAP) and would like this included as evidence in the consideration of your academic appeal, please select this checkbox. The Disability Service will then be asked to share your DAP with staff considering your academic appeal (who may be outside of your academic department/School).

## **Contact details for friend or advisor**

If, as a part of this appeal process, an appeal hearing or meeting is required you may be accompanied by a friend or adviser.

[ ]  Select this checkbox if you intend to ask SU Advice & Support to be your adviser if you are invited to attend a hearing or meeting.

Details of your friend or adviser

Full Name: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Contact email address: Click or tap here to enter text.

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# 2. The decision you are appealing

You can only appeal decisions taken by a Board of Studies. You cannot appeal provisional results.

**Select the appropriate checkbox(es) to** **indicate the academic decision(s) which you are appealing:**

[ ]  my suitability to progress from one stage of my course to the next.

[ ]  my suitability to remain on my course.

[ ]  the classification of my award.

[ ]  the marks/grades, degree, certificate, or diploma awarded to me.

You are reminded that Stage 1 Academic Appeals must be submitted within 14 calendar days of notification of the academic decision you are now appealing.

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# 3. Desired outcome

Please indicate the desired outcome of your appeal (e.g., progression to the next stage of study, deferred assessment in failed units(s), repeat of a stage).

It is helpful to understand what you are hoping will be the outcome; please note however that an academic appeal cannot result in a new academic decision which is not permitted by the assessment regulations which govern your course. This will be explained to you as relevant to the outcome of your case.

Click or tap here to enter text.

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# 4. Grounds for your appeal

An academic appeal can be made on one or more of the following three grounds.

Please note that dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an academic appeal.

**Please indicate, by selecting the appropriate checkbox(es), and provide details of the grounds for your appeal.**

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1. There exist circumstances affecting the performance of the candidate of which the Board of Examiners have not been made aware and which the candidate could not reasonably have been expected to have disclosed to the Director of Studies in accordance with Regulation 15.3 (d)

[ ]  **I am appealing on these grounds.**

If you are appealing on these grounds, please answer the following questions with the detail you wish to be considered:

**What were the circumstances which you believe impacted your assessment(s)?**

Click or tap here to enter text.

**Which specific unit assessment(s) were affected by these circumstances?**
Please list unit code, title, assessment type (e.g., exam, coursework) and dates of submission/exam)

Click or tap here to enter text.

**How did these circumstances impact these assessment(s)?**

Click or tap here to enter text.

**Did you take any action to try to prevent disruption of these assessment(s)?**(e.g., requesting a coursework extension, contacting your Director of Studies, University support services, the SU)

Click or tap here to enter text.

**If relevant, provide details of any other action you took to try to prevent disruption of these assessment(s)**

Click or tap here to enter text.

**Why were you unable to disclose these circumstances at the time of these assessment(s), e.g., by using the Individual Mitigating Circumstances (IMC) process?**

Click or tap here to enter text.

**What evidence are you submitting to support your answers to these questions?**

Click or tap here to enter text.

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1. There were procedural irregularities in the conduct of the examinations or formal course assessment (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached its decision had the irregularities not occurred.

[ ]  **I am appealing on these grounds.**

If you are appealing on these grounds, please answer the following questions with the detail you wish to be considered:

**What were the procedural irregularities which you believe impacted your assessment(s)?**

Click or tap here to enter text.

**Which specific unit assessment(s) were affected by these procedural irregularities?**
Please list unit code, title, assessment type (e.g., exam, coursework) and dates of submission/exam)

Click or tap here to enter text.

**How did these procedural irregularities impact these assessment(s)?**

Click or tap here to enter text.

**What evidence are you submitting to support your answers to these questions?**

Click or tap here to enter text.

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1. There is positive evidence of prejudice, bias, or inadequate assessment on the part of one or more of the examiners.

[ ]  **I am appealing on these grounds**.

If you are appealing on these grounds, please answer the following questions with the detail you wish to be considered:

**What is the prejudice, bias, or inadequate assessment which you believe you have positive evidence to demonstrate?**

Click or tap here to enter text.

**What occurred that demonstrates this prejudice, bias, or inadequate assessment?**

Click or tap here to enter text.

**Which specific unit assessment(s) were affected by this prejudice, bias, or inadequate assessment?**Please list unit code, title, assessment type (e.g., exam, coursework) and dates of submission/exam)

Click or tap here to enter text.

**How did this prejudice, bias, or inadequate assessment impact these assessment(s)?**

Click or tap here to enter text.

**What evidence are you submitting to support your answers to these questions?**

Click or tap here to enter text.

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# 5. List of evidence you are submitting

Select the appropriate checkbox(es) to indicate what evidence you are submitting in support of your academic appeal. You must provide evidence that is available to you to make as clear a case as you can when you submit your academic appeal.

Please note the [evidence requirements](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#appeal-evidence-requirements) described in our academic appeal guidance.

For documents written in a language other than English, a translation into English should normally be provided.

Please ensure that all attachments are readable in the format as submitted.

​[ ]  Medical evidence, e.g., certificates, letters, prescriptions for medication

​[ ]  Police case/incident number

​[ ]  Documents relating to a bereavement

​[ ]  Email or other correspondence

​[ ]  Course documentation

​[ ]  Assessment feedback reports

​[ ]  Other (please specify below)

Click or tap here to enter text.

If you have been unable to provide evidence within the timescales for submitting an academic appeal, please explain why and a date by which the late evidence will be provided.

Click or tap here to enter text.

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# 6. Declaration

*Any personal information which is received in the course of dealing with your academic appeal will be treated as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of University staff (or where relevant the Office of the Independent Adjudicator), only for the purpose of investigating and determining the outcome of your appeal.*

**I declare that to the best of my knowledge all the information I have supplied is true, accurate and complete**.

I have obtained consent to submit any evidence originating from other parties.

**Signature or typed name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

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