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**STAGE 1**

**ACADEMIC APPEAL FORM**

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| **Please ensure that you have read and understood the Academic Appeals Regulations available at:** [**https://registry.southwales.ac.uk/student-regulations/academic-appeals/**](https://registry.southwales.ac.uk/student-regulations/academic-appeals/)  **Please ensure that you provide a copy of your results with your appeal. Appeals received without results will be returned**  **This form should be submitted to the Student Casework Unit within 10 working days of the publication of Award and Progression Board results, via:** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) |

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  | | |
| **Email address:** |  | | |
| **Telephone Number:** |  | | |
| **Course:** |  | | |
| **Faculty:** |  | | |

**ASSESSMENT AFFECTED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module code:** | **Module title:** | **Module tutor:** | **Type of assessment:** | **Coursework deadline/date of exam:** | **Did you submit the coursework/attempt the examination:** |
|  |  |  | *e.g. coursework or exam* |  | Yes  No |
|  |  |  | *e.g. coursework or exam* |  | Yes  No |
|  |  |  | *e.g. coursework or exam* |  | Yes  No |

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| **Is your academic appeal related to the overall outcome for the academic year?**  *(e.g. you have been discontinued from your course or given a repeat year)* |  |
| **Is your academic appeal in relation to the award outcome?**  *(e.g. the degree classification you were awarded)* |  |
| **Are you due to graduate at the next graduation ceremony?**  *(please refer to the guidance notes)* |  |

**GROUNDS FOR APPEAL**

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| --- | --- | --- |
| **Material procedural defect or irregularity which is relevant to the outcome of the academic decision** | | |
| Ground A1 | There has been an administrative error |  |
| Ground A2 | Proper process has not been followed in relation to the assessments |  |
| Ground A3 | There were defects in the advice provided in relation to assessments |  |
| Ground A4 | That an academic decision was not arrived at in accordance with the regulations of the course. |  |
| **Unconsidered extenuating circumstances** | | |
| Ground B | You must demonstrate that there were unforeseen exceptional personal circumstances, outside of your control, which significantly affected your performance and, which supported by evidence, were not made known prior to the award and progression board through the Extenuating Circumstances Regulations. |  |

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| **Please detail why you feel you have grounds for appeal:** |
| *If you are appealing under Ground A, please state what evidence you have attached that would support your claim that material procedural defect or irregularity has occurred and how this has impacted on your results.*  *If you are appealing under Ground B, please state what information you have already made available to the assessment board in connection with your extenuating circumstances. If you have not made any information available previously please state why you were unable to do so and indicate the nature of evidence that you have attached in support of your appeal.* |

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| **Please detail what reasonable outcome or further action you are expecting:** |
| *Please note that an appeal will not enable your mark to be raised.* |

**EVIDENCE**

|  |  |
| --- | --- |
| **Evidence attached in support of your appeal**  ***Please refer to guidance for information about third party evidence*** | |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |

**SPECIFIC REQUIREMENTS**

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| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size* |

**STUDENT SUPPORT**

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| **For many students the impact of a disability or medical condition on studies can be minimised with appropriate assistance. It is your responsibility to look after your health and emotional wellbeing and the University Disability and Dyslexia Service (DDS) can provide confidential individual advice and support.**  **If you are currently NOT registered with the Disability and Dyslexia Service (DDS), and you believe that you have a medical condition or disability which affects your ability to study, you MUST contact DDS to find out if there is any support available for you.**  **Further details on the Disability and Dyslexia Service (DDS) can be found by visiting:** [**http://dds.southwales.ac.uk/**](http://dds.southwales.ac.uk/) |

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| **Have you received support from any of the following services:** | |
| Disability and Dyslexia Service (DDS) | Yes  No  Prefer not to say |
| The Wellbeing Service | Yes  No  Prefer not to say |
| Counselling Service | Yes  No  Prefer not to say |

**DECLARATION**

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| **I declare that the information given above and any attached corroborative evidence is accurate and true to the best of my knowledge.**  **I understand that this form and any evidence submitted with it may be provided to relevant parties, including the subject(s) of the allegation and where required to external third parties including the Office of the Independent Adjudicator for Higher Education and to legal advisors.**  **The University’s Privacy Notice is available at:** [**http://uso.southwales.ac.uk/ig/dp/**](http://uso.southwales.ac.uk/ig/dp/) | | | |
| **Signed:** |  | **Date:** |  |