



UNIVERSITY OF SOUTH WALES
PRIFYSGOL DE CYMRU

GUIDANCE NOTES FOR THE COMPLETION OF THE STAGE 1 ACADEMIC APPEAL FORM

Please read these guidance notes in conjunction with the Academic Appeals Regulations.

Section 1 – Your Details

Surname:		First Name(s):	
Student ID number:			
Email address:			
Telephone Number:			
Course:			
Faculty:			

Please ensure that these sections are completed accurately so that we are able to identify and contact you correctly. Your student ID number is particularly important as we often have several students enrolled under the same name.

Any correspondence in relation to your appeal will be sent to the email address you provide.

Please state which of the University’s faculties, named below, you belong to:

- Faculty of Business and Society
- Faculty of Computing, Engineering and Science
- Faculty of Creative Industries
- Faculty of Life Sciences and Education

Please state the course that you are enrolled on. This should indicate the level of the award (for example HNC, HND, FD, BA, BSc, BEng, MSc) and the exact course title (for example Business Studies, Mechanical Engineering).

Section 2 – Assessment Affected

Module code:	Module title:	Module tutor:	Type of assessment:	Coursework deadline/date of exam:	Did you submit the coursework/attempt the examination:
			<i>e.g. coursework or exam</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>

Please fully detail the specific assessment that your academic appeal relates to:

- **Module code:** The code of the module which the assessment in question relates to. This will normally be a 7 digit code, comprising two letters and 5 numbers. If you are unsure of the module code, this information will be available on Blackboard.
- **Module title:** The title of the module which the assessment in question relates to, for example *Construction Technology* or *Innovation Management*.
- **Type of assessment:** Specify the type of assessment the appeal relates to, for example whether it is an examination or a piece of written coursework.

- **Coursework deadline/date of exam:** The date that you sat the exam or the coursework deadline, depending on the nature of the assessment.
- **Did you submit the coursework/attempt the examination:** Specify if you did complete the assessment in question.

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

Please confirm if your appeal is related to the overall outcome for the year, for example you have been discontinued from your course or given a repeat year.

Please confirm if your appeal is in relation to the award outcome, for example the. degree classification you were awarded.

Please confirm if you are due to graduate. If your appeal is still in progress at the time of the graduation ceremony you will not be able to attend that particular graduation ceremony as attendance would indicate agreement with the award made.

Section 3 Grounds for Appeal

Material procedural defect or irregularity which is relevant to the outcome of the academic decision		
Ground A1	There has been an administrative error	<input type="checkbox"/>
Ground A2	Proper process has not been followed in relation to the assessments	<input type="checkbox"/>
Ground A3	There were defects in the advice provided in relation to assessments	<input type="checkbox"/>
Ground A4	That an academic decision was not arrived at in accordance with the regulations of the course.	<input type="checkbox"/>
Unconsidered extenuating circumstances		
Ground B	<p>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.</p> <p>Please note that if you signed to say you were fit to sit your assessment you cannot subsequently claim that your performance in that assessment was affected by extenuating circumstances.</p>	<input type="checkbox"/>

Please tick the box which most appropriately matches your reasons for submitting a Stage 1 Academic Appeal.

Examples under each ground are given below:

Ground A: Material procedural defect or irregularity which is relevant to the outcome of the academic decision

You can demonstrate one or more of the following:

- 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 – if appealing under this ground you should cite the specific regulation(s) that you do not believe were adhered to.

Ground B - Unconsidered extenuating circumstances

You must demonstrate that you had 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. For example, you were in hospital during the assessment period and not able to make this known to the assessment board in time.

Please note that questioning academic or professional judgement is not a ground to request a stage 1 academic appeal. This means that you cannot request a stage 1 appeal on the basis of questioning the mark you received unless you have evidence that there was an administrative error in the way it was calculated.

Please detail why you feel you have grounds for appeal:

Clearly outline your reasons for submitting an appeal, giving all relevant details. Continue on a separate sheet if necessary.

Please note that failure to provide sufficient details and supporting evidence will result in a delay in the processing of and possible rejection of your 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.

Please detail what reasonable outcome or further action you are expecting:

Please provide full details of your preferred outcome or any further action you wish taken to resolve your appeal and why you believe it would reasonably address the issues you have raised, for example:

- If you have been discontinued, you may be seeking your end of year outcome to be amended to a repeat year or repeat year as a first attempt depending on your circumstances.
- If you have been given a repeat year then you may be seeking to undertake resits instead.
- If you have been given resits you may be seeking to undertake them as a first attempt.

- Where there has been an administrative error and your mark has been entered incorrectly you may be seeking to have the correct mark input.

Please note that an appeal will not enable your mark to be raised.

Section 4 - Evidence

Evidence attached in support of your appeal	
Type of evidence:	Date of evidence:

All appeals must be supported by corroborating evidence. Appeals which are submitted without such evidence will normally not be considered, unless you are able provide a good reason for the lack of evidence. Please note that the University of South Wales will not contact third parties on your behalf for evidence.

Please detail any evidence that you have enclosed to support your appeal here, including the type of evidence (such as letters, emails and/or written statements) and the date of the evidence, if available. Please ensure that if you are submitting evidence from a third party you obtain their consent using the 'Third Party Evidence Consent Form'. If you need advice on what evidence to include you should contact the Advice Zone, the Student Casework Unit or the Students' Union.

NB. Important note about third party evidence

Appeals should normally be submitted with supporting evidence that relates specifically to you. If your appeal is based around the illness or personal circumstances of another person, you should provide evidence to demonstrate the impact on you. Where you do provide personal information about a third party (relative/friend etc.) **a completed third party consent form is required**

Section 5 – Specific Requirements

Please outline any specific requirements you have for which reasonable adjustments may be needed:

Please outline any specific requirements you might have that the University would need to be aware of when conducting this process. For example, please inform us if you require documents to be produced using a specific font and/or in a specific size.

Section 6 – Student Support

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/>

The University is committed to providing an environment whereby all students can fully engage with their studies. By reading this section and signing to say that you have read and understood the Disability and Dyslexia Service Statement, you are agreeing that you have been informed of the Disability and Dyslexia Service and that it is your responsibility to contact the service to be assessed for support should you have a medical condition or disability which affects your ability to study. This satisfies the University's obligations under the Equality Act, 2010.

Have you received support from any of the following services:	
Disability and Dyslexia Service (DDS)	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
The Wellbeing Service	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Counselling Service	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

Please indicate whether you are receiving support from the Disability and Dyslexia Service (DDS), Wellbeing Service or the Counselling Service to enable the University to improve its service to students.

Section 7 – Declaration

<p>I declare that the information given above and any attached corroborative evidence is accurate and true to the best of my knowledge.</p> <p>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.</p> <p>The University's Privacy Notice is available at: http://uso.southwales.ac.uk/ig/dp/</p>	
Signed:	
Date:	

Please be aware when submitting an appeal that the form any evidence you provide may be provided to relevant parties, including any individuals that you name in the appeal, and also to external organisations such as the Officer of Independent Adjudicator for Higher Education or legal advisors if necessary.

You must sign and date the form or it will be returned to you. The form and any corroborating evidence should be emailed to appeals.complaints@southwales.ac.uk.

If you have any queries regarding the academic appeal procedure please contact the Student Casework Unit by calling 01443 482014 or emailing appeals.complaints@southwales.ac.uk.