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**STAGE 2**

**ACADEMIC APPEAL FORM**

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| **Please ensure that you have read and understood the Academic Appeals Regulations and Procedure available at:** [**https://registry.southwales.ac.uk/student-regulations/academic-appeals/**](https://registry.southwales.ac.uk/student-regulations/academic-appeals/)  **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 |

|  |  |
| --- | --- |
| **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 A | There has been an administrative error |  |
| Ground B | Proper process has not been followed in relation to the assessments |  |
| Ground C | There were defects in the advice provided in relation to assessments |  |
| Ground D | That an academic decision was not arrived at in accordance with the regulations of the course. |  |

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| **Please detail why you feel you have grounds for appeal:** |
| *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.* |

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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 – SUPPORT FOR STUDENTS WITH A DISABILITY**

The Student Casework Unit is committed to providing an inclusive service to all our students. We recognise that bringing forward an academic appeal may be a very stressful time. There are a number of ways in which the University can support you through its casework procedures. Please see <https://registry.southwales.ac.uk/student-regulations/> - Support for Students with Disabilities for more information.

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| **If you have a disability that you wish for us to take account of, please indicate below.** |
|  |

We will contact our Disability Service and/or our Wellbeing Service to establish if you are registered with them. If you are not registered, then we may need to ask you for evidence of your disability.

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.**  **I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].**  *NB Policing Degree apprenticeships programmes only – your employer will be automatically notified of any submissions/outcomes under this process.* | | | |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: <https://registry.southwales.ac.uk/student-regulations/> [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)