****

**RESEARCH DEGREES**

**REQUEST FOR REVIEW OF AN ACADEMIC APPEAL FORM**

|  |
| --- |
| **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/)  **This form should be submitted to the Student Casework Unit within 10 working days of notification of the outcome of a stage 2 academic appeal, via:** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) |

**YOUR DETAILS**

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

|  |  |  |
| --- | --- | --- |
| **Please tick the box(es) that describes your grounds for requesting a review:** | | |
| Ground A | You have evidence that the procedures at stage 2 were not conducted in line with the regulations and this has materially disadvantaged you. |  |
| Ground B | You have new and relevant evidence which for good reason was not available at the time your stage 2 academic appeal was submitted. *(NB Sensitive personal, family or cultural reasons will not be accepted as good reason as they should have been drawn to attention at stage 2)*. |  |
| Ground C | You have evidence that the outcome at stage 2 was not reasonable in the circumstances. |  |

|  |
| --- |
| **Please outline your reasons for requesting a review of your stage 2 academic appeal and why you are not satisfied with the original outcome.** |
|  |

|  |
| --- |
| **Please detail what reasonable outcome or further action you are expecting:** |
| *For example, state if you wish to be allowed to undertake resits, resits to be a first attempt, repeat the year, repeat the year as a first attempt or believe that a correct mark needs to be entered due to an administrative error.*  *Please note that an appeal will not enable your mark to be raised.* |

**EVIDENCE**

|  |  |
| --- | --- |
| **Evidence attached in support of your request for review:**  *See Guidance document for advice regarding 3rd 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* |  |

|  |
| --- |
| **Please specify the reason(s) why this evidence was not previously provided with your original stage 2 academic appeal:** |
|  |

**SPECIFIC REQUIREMENTS**

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.

|  |
| --- |
| **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].** | | | |
| **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)