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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** |

**YOUR DETAILS**

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

**ASSESSMENT AFFECTED**

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| --- | --- | --- | --- | --- | --- |
| **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 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**

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| **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 Wellbeing and Disability Service can provide confidential individual advice and support.****If you are currently NOT registered with the Wellbeing and Disability Service, and you believe that you have a medical condition or disability, which affects your ability to study, you MUST contact the Wellbeing and Disability Service to find out if there is any support available for you.** **Further details on the Wellbeing and Disability Service can be found by visiting:** [**http://dds.southwales.ac.uk/**](http://dds.southwales.ac.uk/) **or** [**http://thewellbeingservice.southwales.ac.uk/**](http://thewellbeingservice.southwales.ac.uk/)  |

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| **Have you received support from any of the following services:** |
| Disability Service | Yes [ ]  No [ ]  Prefer not to say [ ]  |
| 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 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)