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| **Formal Stage Academic Appeal Form**  **STUDENTS MUST COMPLETE AND SUBMIT THE FORMAL STAGE ACADEMIC APPEAL FORM WITHIN THREE WEEKS OF THEIR RESULTS BEING PUBLISHED** | | | | | | | | | |
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| **Important Information** | | | | | | | | | |
| **What is the purpose of this form?** When you receive your results, you can make a formal request for a review of the decision by completing this form if you meet the grounds for review.  **What to do first** – you may be able to resolve your appeal informally before you submit a formal appeal. Taught students are encouraged to contact their Programme Leader and Postgraduate Researchers are encouraged to contact their Faculty Director of Postgraduate Research. This should be done in writing within one week from the date the official results or decision was received.  **What support is available for me?** We strongly recommend that you contact the [Students’ Union](https://www.bradfordunisu.co.uk/get-help) who can support you with your appeal. Their trained advisors can offer independent advice and can be contacted by emailing [ubu-advice@bradford.ac.uk](mailto:ubu-advice@bradford.ac.uk) or telephone 01274 233300. The Student Casework Team can also provide support to help you to understand the procedure, but they cannot support you to submit your appeal. You can contact them by emailing [complaintsandappeals@bradford.ac.uk](mailto:complaintsandappeals@bradford.ac.uk) or telephone 01274 235108.  **What about evidence to support my appeal?** You must provide evidence to support your appeal. Your appeal is more likely to be successful if you can provide evidence to support your case. For further support in understanding the types of evidence you can submit, please see our [Supporting Evidence Guide](https://unibradfordac.sharepoint.com/sites/appeals-misconduct-and-complaints-intranet/Shared%20Documents/Academic%20Appeals%20-%20Supporting%20Evidence%20Guide%20FINAL%20Aug%202024.pdf?web=1).  **How much time do I have to complete the form?** You must complete and submit this form and your supporting evidence to the Student Casework Team within three weeks of your results being published, by emailing [complaintsandappeals@bradford.ac.uk](mailto:complaintsandappeals@bradford.ac.uk).  **Where can I find more information?** Further information on making an academic appeal can be found within the [Academic Appeals](https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/academic-appeals/) guidance on the University’s website.  **Please note:** Students appealing a withdrawal decision due the outcome of a Faculty Postgraduate Research Progression Panel or a rejected Extenuating Circumstances claim, will only be considered at Review Stage and students must complete the Review Stage Appeal Form. If students submit a Formal Stage Appeal their appeal will be rejected.  **Please read and complete all sections of this form. An incomplete form may be returned to you for further information.** | | | | | | | | | |
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| **Section A: Details of the student making an appeal** | | | | | | | | | |
| First Name | | |  | | | | | | |
| Last Name | | |  | | | | | | |
| UB Student Number | | |  | | | | | | |
| Course / Programme | | |  | | | | | | |
| Date results transcript was available | | | Click or tap to enter a date. | | | | | | |
| Learner support plan | | | **No** | | | | | | |
| Are you studying on a student visa? | | | **Yes/No**  If you select Yes, and you are appealing a withdrawal decision, you must contact the Visa Support Team to inform them you have submitted an appeal (by emailing [visasupport@bradford.ac.uk](mailto:visasupport@bradford.ac.uk)). If we accept your appeal for consideration, we will also contact the Visa Support team to request they place a hold on revoking your student visa until the appeal procedure is concluded. | | | | | | |
| Have you sought advice from the Students’ Union? | | | **Yes/No** | | | | | | |
| Have you read the [Academic Appeals Regulation](https://unibradfordac.sharepoint.com/sites/appeals-misconduct-and-complaints-intranet/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2Fappeals%2Dmisconduct%2Dand%2Dcomplaints%2Dintranet%2FShared%20Documents%2FRegulation%206%20Academic%20Appeals%20FINAL%20Aug%202024%2Epdf&parent=%2Fsites%2Fappeals%2Dmisconduct%2Dand%2Dcomplaints%2Dintranet%2FShared%20Documents)? | | | **Yes/No** | | | | | | |
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| **Section B: What examination decision are you wishing to appeal against?** | | | | | | | | | |
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| **Section C: Grounds for Appeal – please mark the box to confirm your ground(s)** | | | | | | | | | |
| 8.1 There was an administrative error or procedural irregularity in the assessment which was significant enough to have impacted the student’s results, continuation or award. | | | | | | | | |  |
| 8.2 There is evidence of bias or a reasonable perception of bias in how the  student’s work was marked, how the classification was calculated or in relation to the decision that was made by the Board of Examiners or relevant Postgraduate Research Committee or Panel; | | | | | | | | |  |
| * 1. There were unforeseen and unavoidable personal circumstances which affected the student’s performance, which for good reason, the student could not have raised sooner through the Consideration of Personal Circumstances procedure (for taught students) or through their Principal Supervisor / Director of Postgraduate Research (for postgraduate researchers); | | | | | | | | |  |
| 8.4 That the supervision or training of a Postgraduate Researcher or Dissertation student was inadequate to the extent that their performance or grade was affected. | | | | | | | | |  |
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| **Section D: For taught students please list details of all module outcomes you wish to appeal**  This information is available on your transcript – add rows if required.If you received an extension, please list this as your deadline. | | | | | | | | | |
| **Module Code** | **Module Title** | | | **Assessment Type** (E.g., Essay, Exam, Dissertation, Viva) | | | **Submission Deadline** | **Tick the box if you failed to sit the exam or submit the work** | |
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| **Section E: Please explain why you have grounds for appeal.**  You will need to explain why you believe you have grounds for appeal and provide evidence to support your grounds.Please do not paste pictures into this document, send them as separate attachments. | | | | | | | | | |
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| **Section F: If you are appealing on grounds 8.3, please explain why you did not apply for Extenuating Circumstances at the time of your assessment deadline(s).**  As well as explaining why you did not apply for Extenuating Circumstances at the time of your assessments, you will need to provide evidence to support why you have declared your circumstances late, as well as providing evidence to support the circumstances that you faced. | | | | | | | | | |
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| **Section G: If you are submitting a late appeal, please explain why your appeal is late.**  You should provide evidence to support your reason for delay.For example, if you were ill during the timescale to submit an appeal, you should provide medical evidence. | | | | | | | | | |
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| **Section H: Explain what outcome you are seeking if your appeal is successful.**  If you request an outcome that is not possible, we will offer you an alternative, For example:   * a further attempt at an assessment * amendment of an incorrectly recorded grade | | | | | | | | | |
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| **Section I: Declaration – please complete all sections before submitting your appeal.**  If you have good reason why you are unable to provide evidence within the deadline, please email the Student Casework Team to request a one-week deadline extension. Please still submit your form on time. | | | | | | | | | |
| **I have submitted the required evidence**  Your appeal will be considered on a ‘documents only’ basis please ensure that you provide all relevant information. This means that we can only consider the appeal based on what is submitted. If evidence is not submitted, it cannot be considered. | | | | | | | | |  |
| **I have consent to share third party data**  If you wish to provide evidence which includes the personal data of individuals other than yourself, please confirm you have discussed this with the third party and have their permission. | | | | | | | | |  |
| **By signing, you confirm that the above information and supporting evidence is true and accurate to the best of your knowledge. You understand that:**   * failure to submit supporting evidence may result in this application being rejected * you should read and understand the Academic Appeals Regulation * independent advice and guidance is available from the Students’ Union * if you are studying on a student visa and you are appealing a withdrawal decision by the Exam Board, you must contact the Visa Support Team to advise them of the appeal and gain further advice * the information you provide may be shared where required in order to assess your appeal * the University may refer you to the relevant support services where required.   The University will investigate documents which are suspected to be fraudulent and may contact the relevant body to check authenticity. Where a document is deemed fraudulent you may be subject to action through the University Disciplinary Procedure and your appeal will be placed on hold until this is concluded. | | | | | | | | | |
| Signed: | |  | | | Date: | Click or tap to enter a date. | | | |
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| **How to submit your Academic Appeal and Evidence** | | | | | | | | | |
| * Submit this form, and evidence to [complaintsandappeals@bradford.ac.uk](mailto:complaintsandappeals@bradford.ac.uk) * Your appeal will be considered on a ‘documents only’ basis. Please ensure that you provide all relevant information. This means that we can only consider the appeal based on what is submitted. If evidence is not submitted, it cannot be considered. * There are several types of information that can be submitted as evidence. Please read the information regarding academic appeals here [Supporting Evidence Guide](https://unibradfordac.sharepoint.com/sites/appeals-misconduct-and-complaints-intranet/Shared%20Documents/Academic%20Appeals%20-%20Supporting%20Evidence%20Guide%20FINAL%20Aug%202024.pdf?web=1). * If you are asked **‘**How do you want to attach this file?’ when adding a file to your email, please do not share a link. Please choose ‘Attach as a copy’ instead. * The University is unable to obtain or translate documents on your behalf. | | | | | | | | | |