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| **REVIEW STAGE ACADEMIC APPEAL FORM**  **STUDENTS MUST COMPLETE AND SUBMIT THE REVIEW STAGE ACADEMIC APPEAL FORM WITHIN TWO WEEKS OF RECEIVING THE FORMAL APPEAL OUTCOME** |

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| **Important Information** |
| This form should be completed if you have received the outcome of a Formal Stage Academic Appeal.  Students should also complete this form if they wish to appeal a withdrawal due to the outcome of a Faculty Postgraduate Research Progression Panel or a rejected Extenuating Circumstances claim.  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.  We strongly recommend that you contact the [Students’ Union](https://www.bradfordunisu.co.uk/get-help) who can support you with your appeal. They can help you to understand whether you meet the grounds for appeal. Their trained advisors can offer independent advice and can be contacted by email [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.  **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 | |  | | | | |
| UoB Student Number | |  | | | | |
| Course / Programme | |  | | | | |
| Date of Decision | | Click or tap to enter a date. | | | | |
| Learner support plan | | **Yes/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: Reason for Review -** please confirm what you are requesting that we consider | | | | | | |
| The decision of a Formal Stage Academic Appeal | | ☐ | | | | |
| An earlier claim for Extenuating Circumstances which has been rejected | | ☐ | | | | |
| The outcome of a Faculty Postgraduate Progression Panel | | ☐ | | | | |
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| **Section C: Grounds for Appeal**  We will only review cases where there is information and evidence provided with the appeal to support grounds. Disagreement with the previous decision is not in itself a ground for review. | | | | | | |
| 1. There is evidence of procedural irregularity when the original decision was made, which is significant enough to have impacted the decision. | | | | | **Yes/No** | |
| 1. There is new and relevant evidence which, for good and reasonable cause, was not available previously. | | | | | **Yes/No** | |
| **Ground A**  Please explain why you believe that there was ‘procedural irregularity’ in how your appeal was considered at a previous stage of the process and how you believe this affected the outcome. | | | | | | |
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| **Ground B**  Please list the evidence you have provided and explain why this was not available at an earlier stage and its relevance to your appeal. | | | | | | |
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| **Section D: If you are submitting a late appeal, please explain why your appeal is late**  You should provide evidence to support why your appeal is late. For example, if you were ill during the timescale to submit an appeal, you should provide medical evidence. | | | | | | |
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| **Section E: 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. | | | | | | |
| **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 to share this. | | | | | | ☐ |
| **By signing, you confirm that the above information and supporting evidence is true and accurate to the best of your knowledge. You understand that:**   * 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, 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/Forms/AllItems.aspx?id=%2Fsites%2Fappeals%2Dmisconduct%2Dand%2Dcomplaints%2Dintranet%2FShared%20Documents%2FAcademic%20Appeals%20%2D%20Supporting%20Evidence%20Guide%20FINAL%20Aug%202024%2Epdf&parent=%2Fsites%2Fappeals%2Dmisconduct%2Dand%2Dcomplaints%2Dintranet%2FShared%20Documents). * 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 use ‘Attach as copy’ instead. * The University is unable to translate documents on your behalf. |