

AA1 Stage 1 ACADEMIC APPEAL form

- Before completing this form please read University Regulation 17 at <http://www.bath.ac.uk/regulations/Regulation17.pdf>
- This form and further guidance are also available at <http://www.bath.ac.uk/registry/appeals/>.
- If you are unsure if your issue is a Student Complaint or an Academic Appeal, please refer to the guidance found at <http://www.bath.ac.uk/students/support/complaints/index.html>.

Advice and assistance

You are advised to seek advice on your case before submitting this form.

- Independent advice is available from the Students' Union Advice & Support Centre. The Centre can be contacted on 01225 386906 or via email at: suadvice@bath.ac.uk. Details can be found on the Students' Union website at: <https://www.thesubath.com/advice/academic>.
- Advice for doctoral students is also available from the Independent Adviser for Postgraduate Research Students: <http://www.bath.ac.uk/campaigns/support-for-doctoral-students/>
- If you are a student on a Licensed programme with the Learning Partnerships Office, you should seek advice from your College Students' Union/Student Services.

Instructions

- **Complete all sections of this form**, including signature and date. It is very important that you provide all the requested information and provide all the relevant evidence available to you.
- The form must be submitted to the Chair of the Board of Studies for your programme **no later than 14 calendar days** after you were informed of the decision against which you are now appealing (normally the date results are published on SAMIS for your programme). Requests received after this deadline will not normally be considered.
- Contact details regarding where to send your completed form and supporting evidence can be found at <http://www.bath.ac.uk/registry/appeals/>.

1. Your Details			
Title:		Student no:	
First Name:		Surname/Family Name:	
Contact address (in semester)		Alternative contact address (during University vacation periods)	
Postcode:		Postcode:	
Tel (Landline):		Tel (Landline):	
Tel (Mobile):		Tel (Mobile):	
University email: <input type="checkbox"/>		Home email: <input type="checkbox"/>	
<p>Please indicate which email address you would prefer the University to use to communicate with you during the course of the Academic Appeal by ticking the appropriate box above. If you do not indicate a preference your University email will be used as the primary address for correspondence. If you would prefer us to communicate by letter to your postal address rather than by email, do not enter email addresses in the boxes above.</p>			
Department/School			
Programme of Study			Year of Programme:

2. Friend or Adviser's contact details (refer to Regulation 17.21; 17.26)

Tick this box if you wish your Adviser to be the Students' Union Advice & Support Centre
or enter details below. You do not have to nominate a friend or adviser.

Title:

Full Name:

E-mail
address:

Telephone
/mobile
number:

Postal
Address:

3. The decision you are appealing

I wish to appeal against a decision taken by the Board of Studies about:

- My suitability to progress from one stage of my programme of studies to the next
- My suitability to remain on my programme of study
- classification mark(s) grade(s) degree certificate diploma

(Tick the box or boxes which apply to you, and please remember that "dissatisfaction with a mark or set of marks, or any other aspect of the properly exercised academic judgement of the examiners, will not of itself be acceptable as a valid ground for an Academic Appeal". Regulation 17.15)

4. The grounds for your Academic Appeal

On what grounds is your appeal based? Tick all the boxes that apply to your case.

- There exist circumstances affecting the performance of the candidate of which the Board of Examiners have not been made aware and which the candidate could not reasonably have been expected to have disclosed to the Director of Studies in accordance with Regulation 15.3 (d) (Reg 17.16 c) i.)
- There were procedural irregularities in the conduct of the examinations or formal course assessment (including administrative error) of such a nature as to cause reasonable doubt whether the Board of Examiners would have reached its decision had the irregularities not occurred (Reg 17.16 c) ii.)
- There is positive evidence of:
prejudice bias inadequate assessment
(tick one or more boxes)
on the part of one or more of the examiners (Reg 17.16 c) iii.)
- There were genuine academic differences in philosophical approach or paradigms which had not been apparent when examiners were appointed on the recommendation of the Board of Studies (Reg 17.16 c) iv.)
[applicable to research degrees only]

5. The details of your Academic Appeal

Set out below the main point(s) of your case for Academic Appeal, making direct reference to the grounds you indicated in section 4 of this form. You can continue on a separate sheet if necessary.

Please include all supporting documentary evidence available to you. The evidence you supply will form the basis of the decision taken by the Chair of the Board of Studies about whether a *prima facie* case has been established for, as appropriate, (i) an Appeal Hearing to take place or (ii) Executive Action to be taken, to address the matters you have raised in the Appeal.

If your Appeal is based on previously undisclosed circumstances, you must provide documentary evidence (such as medical certificates) of the circumstances, specify the extent of the impact on your studies, identify which unit(s) and assessment(s) were affected, and explain fully, with appropriate supporting evidence, why you were unable to disclose this information previously as required by Regulation 15.3 (d).

The Students' Union Advice & Support Centre is available to offer advice on Academic Appeals, to help you to prepare your statement, and to advise on the possible actions if your Appeal is upheld.

If you are participating in a group Academic Appeal, please tick this box: (see Regulation 17.5)

If this Appeal relates to specific unit(s)/assessment(s), please list them here, including the unit codes:

Statement:

6. Your desired action following consideration of your Academic Appeal

The action(s) which may be taken following consideration of an Academic Appeal are subject to the relevant assessment regulations, and can vary according to the programme and the stage you have reached.

Some desired actions/outcomes may not be possible, dependent on your overall academic performance to date and the assessment regulations for your programme of study. The Students' Union Advice & Representation Centre is able to offer advice if you are not sure about what actions are possible in your case.

Please mark the appropriate box(es) to indicate your desired action:

I would like the Chair of the Board of Studies to accept as valid the grounds I have indicated in section 4 of this form, resulting in a new academic decision which:

- Takes into account the circumstances I have described (previously unknown to the Board of Examiners)
- Is unaffected by the procedural irregularities I have described
- Is unaffected by the prejudice / bias / inadequate assessment (*delete as appropriate*) I have described
- Is unaffected by the genuine academic differences in philosophical approach or paradigm I have described (not apparent when the examiners were appointed) [*research students only*]
- Other (please specify):

Signature or typed name:	Date:

This completed form should be submitted with all documentary evidence and personal statement to the Chair of the Board of Studies of your Faculty/School/Doctoral College. or of your programme administered by the Learning Partnerships office. Contact submission details can be found at <http://www.bath.ac.uk/registry/appeals>.

Receipt of the form will be acknowledged by email, or in writing if you have sent it by post. The timescales set out in Regulation 17.19 will apply to consideration of your appeal.

Any personal information which is received in the course of dealing with your Academic Appeal will be treated as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of University staff, only for the purpose of investigating and determining the outcome of your Appeal.

D DOCUMENTATION LIST (for use in conjunction with form AA1)

Please tick the boxes to indicate what documentation and evidence you are submitting in support of your Academic Appeal:

Required Documentation

<input type="checkbox"/> Completed and signed form AA1
<input type="checkbox"/> Tick this box if you have submitted continuation sheet(s) for your statement in Section 4
<input type="checkbox"/> Supporting evidence, as specified below.

Supporting Evidence (tick the boxes of all that apply)

In order for the assessment of your case to be carried out it is ESSENTIAL that you provide all the evidence which is available to you.

<input type="checkbox"/> Medical certificate(s), including translation into English if relevant
<input type="checkbox"/> Police case/incident number
<input type="checkbox"/> Death certificate(s)
<input type="checkbox"/> Email or other correspondence
<input type="checkbox"/> Assessment feedback reports
<input type="checkbox"/> Programme documentation
<input type="checkbox"/> Other (please specify below).

If you are unable to supply official or medical documentation within the timescale required for appeal, please give details of the evidence you wish to submit at a later date, the reasons for the delay, and the expected date of submission. You will be informed of the decision of the Chair of the Board of Studies regarding whether this late documentation will be accepted as part of your submitted case.