

AA1 Stage 1 ACADEMIC APPEAL form

- Before completing this form, please read [University Regulation 17](#).
- This form and further guidance are available online via the guide [Appealing against an academic decision](#).

Advice and assistance

You should seek advice on your case before submitting this form, as detailed in the [Support](#) section of the guide [Appealing against an academic decision](#).

Instructions

- Complete sections 1 to 6 of this form
- Sign and date it (Section 7)
- Confirm the list of documentation you are submitting, including the evidence you are submitting (Section 8). It is very important that you provide the requested information and provide all the relevant evidence available to you.

Submit your form 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 in the section [Where to submit your appeal](#) in the guide [Appealing against an academic decision](#).

Receipt of the form will be acknowledged by email.

Appeal evidence requirements

For details about the evidence you will need to submit with your form, read the section [Appeal evidence requirements](#) in the guide [Appealing against an academic decision](#).

Section 1. Your Details

Student number:

Title:

Preferred First Name:

Surname or Family Name:

Contact number:

Preferred email address for us to contact you on:

Department or School:

Programme of Study or course:

Year of Programme:

Section 2. Friend or Adviser's contact details

Select this box if you intend to ask the SU Advice & Support Centre to be your adviser, or enter details below, in the case that a further meeting or appeal hearing is required (refer to [Regulation 17.21; 17.26](#)).

You do not have to nominate a friend or adviser.

Title:

Full Name:

E-mail address:

Telephone or mobile number:

Section 3. The decision you are appealing

As set out in [Regulation 17.16](#), 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
- the marks or grades, or the degree, certificate or diploma, or the classification awarded to me

(Select 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 17.1](#))

Section 4. The grounds for your Academic Appeal

On what grounds is your appeal based (as set out in [Regulation 17.16](#))? Select 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) ([Regulation 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 ([Regulation 17.16 c](#)) ii.)
- There is positive evidence of:
 - prejudice
 - bias
 - inadequate assessment*(select one or more boxes)*
on the part of one or more of the examiners ([Regulation 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 ([Regulation 17.16 c](#)) iv.)
[applicable to research degrees only]

Section 5. The details of your Academic Appeal

Set out below the main points 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 note the evidence requirements [described in our academic appeal guidance](#).

Please include all supporting documentary evidence available to you in order to clearly make your case. Describe below what the evidence shows and how it links to the [grounds on which you are making your appeal](#).

If you are participating in a group Academic Appeal, please select this checkbox: ([see Regulation 17.5](#))

If this Appeal relates to specific units or assessments, please list them here, including the unit codes:

Statement:

[Cont.]

Section 6. Your desired action following consideration of your Academic Appeal

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

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

Please mark the appropriate box or boxes 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 and/or inadequate assessment 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):

Section 7. Sign the form

Signature or typed name:

Date:

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.

Section 8. List of documentation you are submitting

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

Required Documentation

- Completed and signed form AA1
 - Select this box if you have submitted continuation sheet(s) for your statement in Section 5
 - Supporting evidence available to you, as specified below.
-

Supporting Evidence (select the boxes of all that may apply)

- Medical certificate(s), including translation into English if relevant
- Police case/incident number
- Death certificate(s)
- Email or other correspondence
- Assessment feedback reports
- Programme documentation
- Disability Access Plan (DAP) (alternatively, you can give your consent for the Disability Service to share your DAP with staff reviewing your appeal by selecting this checkbox)
- Other (please specify below).

Difficulties providing specific documentation or evidence

If you've been unable to supply documentation or evidence within the timescale required for appeal, please give details here: