# 

AA2A Stage 2A REVIEW OF STAGE 1 ACADEMIC APPEAL form

* Before completing this form please read University [University Regulation 17](http://go.bath.ac.uk/regulations).
* This form and further guidance are also available via the guide [Appealing against an academic decision](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/).
* You should use this form ONLY if you are requesting a review of an academic appeal because the decision of the Chair of the Board of Studies was that you did not establish a prima facie case.
* If you have not already submitted an Academic Appeal in accordance with Regulation 17, please complete the [AA1 form](https://www.bath.ac.uk/publications/stage-1-academic-appeal-form/) instead of this one.
* If you are seeking a review of the outcome of an appeal hearing or executive action, please complete form [AA2B](https://www.bath.ac.uk/publications/stage-2b-review-of-stage-1-academic-appeal-form/) instead.
* Please sign and date the form before returning it. The form must be submitted to the Director of Academic Registry ([stage-2a-appeals@bath.ac.uk](mailto:stage-2a-appeals@bath.ac.uk)) no later than 14 calendar days after you were informed of the decision of the Chair of the Board of Studies. Requests for Review of an Academic Appeal received after this deadline will not normally be considered.
* This document is protected but you can add text where it says “Click here to enter text”. Right-click on a hyperlink to open it.

# Advice and assistance

You should seek advice on your case before submitting this form, as detailed in the [Support](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#support) section of the guide [Appealing against an academic decision](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/).

# Appeal evidence requirements

For details about the evidence you will need to submit with your form, read the section [Appeal evidence requirements](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#appeal-evidence-requirements) in the guide [Appealing against an academic decision](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/).

1. Your Details

**Title:** Click here to enter text.

**Student number:** Click here to enter text.

**Preferred First Name:** Click here to enter text.

**Surname or Family Name:** Click here to enter text.

**Contact number:** Click here to enter text.

**Preferred email address for us to contact you on:** Click here to enter text

**Department or School:** Click here to enter text.

**Programme of Study or course:** Click here to enter text.

**Year of Programme:** Click here to enter text.

1. Your reasons for seeking a Review of an Academic Appeal outcome

What are your reasons for asking for a Review of the Academic Appeal outcome?

You are reminded that your request “must not seek to challenge any decisions taken by the Board of Studies other than those cited in the Academic Appeal”, (Regulation 17.38) and that “It must not make reference to grounds other than those cited in the Academic Appeal, except for those arising from the student’s dissatisfaction with the process or outcome of the consideration of the Appeal by the Chair of the Board of Studies” (Regulation 17.38(d)).

I am requesting a Review of a decision that I did not establish a prima facie case in my appeal because:

Click here to enter text.

*Use a continuation sheet if necessary*

1. Supporting documentation

I am providing the following documentation in support of my request for a Review:

A written statement outlining my case for Review (required as above)

All the documentation I submitted in the Academic Appeal (required)

The following additional evidence (please specify, noting the [Appeal evidence requirements](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#appeal-evidence-requirements) in the guide [Appealing against an academic decision](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/))

*Where required, you should supply evidence available to you which supports your written statement above, especially in relation to your dissatisfaction with the process or outcome. Where you are submitting evidence that was not provided as part of your original Academic Appeal, but is relevant to the grounds for appeal, you must also provide an explanation as to why you could not reasonably have been expected to have submitted this evidence as part of your original appeal.*

Click here to enter text.

1. Sign the form

**Signature or typed name:** Click here to enter text.

**Date:** Click here to enter text.

This completed form should be submitted with available documentary evidence and personal statement to the Director of Academic Registry ([stage-2a-appeals@bath.ac.uk](mailto:stage-2a-appeals@bath.ac.uk)).

Receipt of the form will be acknowledged by email. The timescales set out in [Regulation 17.39](http://go.bath.ac.uk/regulations) will apply to consideration at Stage 2A.

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.