

Stage 2A REVIEW OF STAGE 1 ACADEMIC APPEAL form

- Before completing this form please read University [University Regulation 17](#).
- This form and further guidance are also available via the guide [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](#) instead of this one. If you are seeking a review of the outcome of an appeal hearing or executive action, please complete form [AA2B](#) instead.
- Please sign and date the form before returning it. The form must be submitted to the Director of Academic Registry 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.

Advice and assistance

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

- Independent advice is available from the SU Advice & Support Centre. The Centre can be contacted via email at: suadvice@bath.ac.uk. Details can be found on the [SU Bath website](#).
- Advice for doctoral students is available from the [Independent Adviser for Postgraduate Students](#) as well as the SU Advice & Support Centre.
- 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.

COVID-19 and evidence requirements

Evidence requirements have been made more flexible if you choose to claim [Individual Mitigating Circumstances](#), given the difficult pandemic circumstances. There is no requirement to provide formal medical evidence if an IMC relates to illness because we understand that may not be possible this year.

For academic appeals, this means that if you are appealing an academic outcome in the 2020/21 academic year under the first grounds set out in [Regulation 17.16\(c\)\(i\)](#) you do not need to provide formal medical evidence (for example, a note from a doctor). Please do, however, provide whatever evidence is available to you to help you make as clear a case as you can for consideration. If your ability to provide evidence has been affected by COVID-19 disruption, you should explain clearly what you intended to provide and why it is unavailable to you.

If your appeal is made on other grounds (procedural irregularities, bias, prejudice, inadequate assessment, paradigm difference) we would normally expect you to provide evidence in support of the case you are making, linking each piece of evidence clearly to the grounds you are citing in your appeal. If your ability to provide this evidence has been affected by COVID-19 disruption, you should explain clearly what you intended to provide and why it is unavailable to you.

If your appeal is related to COVID-19 disruption to your assessment attempts, you will need to explain the specific impact on your specific assessments. In particular, if you did not seek a coursework extension, defer your exam or submit an IMC in the expected timescales, you should explain why this was the case and provide any evidence you may have available to you.

1. Your Details

Title:		Student number:	
First Name:		Surname or Family Name:	
Contact address (in semester)			
Postcode:			
Landline telephone number:			
Mobile number:			
University email: <i>Select this box if you want us to use this email address to correspond with you</i> <input type="checkbox"/>			
Alternative contact address (during University vacation periods)			
Postcode:			
Landline telephone number:			
Mobile number:			
Personal email: <i>Select this box if you want us to use this email address to correspond with you</i> <input type="checkbox"/>			
<p><i>Please indicate which email address you would prefer the University to use to communicate with you during the course of the Academic Appeal by selecting 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, please let us know when you submit this form.</i></p>			
Department or School:			
Programme of Study:			
Year of Programme:			

2. 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:

Use a continuation sheet if necessary

3. Supporting documentation

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

<input type="checkbox"/>	A written statement outlining my case for Review (required as above)
<input type="checkbox"/>	All the documentation I submitted in the Academic Appeal (required)
<input type="checkbox"/>	The following additional evidence (please specify, noting the evidence requirements in light of COVID-19 disruption on page 1 of this form.). <i>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.</i>

Signature or typed name:		Date:	
---------------------------------	--	--------------	--

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).

Receipt of the form will be acknowledged by email. The timescales set out in [Regulation 17.39](#) 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.