

# Academic Appeal Form Stage One (Formal Stage) Partner Institutions

You should complete this form if you want to formally raise concerns about an academic result or circumstances relating to it. We will take your concerns seriously and our Regulations are designed to enable the circumstances to be considered fully.

You can find guidance on the appeal process and help with completing the forms on the UEA Academic Partnerships website at:

<https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints>

**If you choose to submit a Stage One Appeal (Formal Stage), you are strongly advised to seek advice from the student services department at your institution.**

It is preferable to submit your appeal form and supporting evidence electronically and in PDF format. A paper copy will be accepted only if circumstances prevent you submitting electronically. The boxes below will expand automatically when you type into them. Please ensure that you attach copies of all evidence with your form. Please send your completed form to [appeals@southessex.ac.uk](mailto:appeals@southessex.ac.uk)

**Please submit this form within 10 working days of either:**

- the date on which you were formally notified of the outcome against which you are Appealing; or
- where informal resolution has been sought, the date of the last communication to you regarding the outcome of the informal stage.

1. Your Personal Details	
Title	
First name	
Last name	
Name of institution	
Name of course	
Undergraduate or Postgraduate	
Address (the postal address you wish us to use)	

to communicate with you about your appeal)		
	Postcode	
<b>Institution email address</b>		
<b>Personal email address</b> (if you wish us to also send communication about your appeal to a personal address)		
<b>Are you a Tier 4 visa student?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>2. What do your Concerns Relate to?</b> (more than one box may apply. There are exceptions, please ensure you read the guidance)	
<b>Your degree result</b>	<input type="checkbox"/>
<b>A confirmed exam mark (following internal moderation)</b>	<input type="checkbox"/>
<b>A confirmed coursework, dissertation or research project mark (following internal moderation)</b>	<input type="checkbox"/>
<b>You are required to withdraw from your course</b>	<input type="checkbox"/>
<b>A penalty applied in respect of plagiarism and collusion</b>	<input type="checkbox"/>
<b>A refusal to permit the late submission of work for assessment or to approve a delayed first sit:</b>	
<b>An application for an extension to a deadline has been rejected</b>	<input type="checkbox"/>
<b>An application for a delayed (re) assessment has been rejected</b>	<input type="checkbox"/>

<b>How were you informed about the decision against which you are appealing?</b>	
<b>On what date were you informed?</b>	
<b>Who informed you?</b>	

<b>3. Grounds for Appeal</b> (more than one box may apply)	
<b>A. My performance was adversely affected by extenuating circumstances not previously submitted</b>	<input type="checkbox"/>
<b>B. Extenuating circumstances were not fully and properly considered</b>	<input type="checkbox"/>
<b>C. The correct procedure was not followed which undermined the validity of the academic result</b>	<input type="checkbox"/>
<b>D. Prejudice and/or bias affected the academic result</b>	<input type="checkbox"/>
<b>E. Significant changes were made to a course with being properly communicated and/or were not properly taken into account</b>	<input type="checkbox"/>
<b>F. The teaching, supervision or research training provided was insufficient</b>	<input type="checkbox"/>
<b>G. The learning support provided was unsatisfactory or inappropriate</b>	<input type="checkbox"/>
<b>H. Natural justice dictates that the appeal be upheld</b>	<input type="checkbox"/>

**Note:** if you are appealing under grounds A and B please fully complete section 4A of this form. If you are appealing under any other grounds please fully complete section 4B.

<b>4. Details of Appeal</b>		
<b>A) Details of extenuating circumstances.</b> Please give full details of all events that are relevant to your appeal. You should include names and dates where possible.		
<b>(i) Please list below your extenuating circumstances and how they affected you</b>		
<b>(ii) When did these circumstances affect you? Please be specific and provide dates</b>		
<b>(iii) Which academic outcomes were affected by the circumstances? Please provide dates</b>		
<b>(iv) Have you submitted this information on an extenuating circumstances form?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>(v) If yes, please give details:</b>		

<b>(a) What was the outcome?</b>		
<b>(b) Please explain why you believe your extenuating circumstances were not fully and properly considered</b>		
<b>(c) Does this appeal provide new evidence about your circumstances in questions (i) – (iii)?</b>		
<b>(vi) If no, please explain why these were not previously submitted</b>		
<b>(vii) Have you told anyone about this before?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>(vii) Who did you tell and was any action taken?</b>		
<b>(ix) Were you advised to complete an extenuating circumstances form?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<p><b>B) Other Details of Appeal</b></p> <p>This section is to be used when you are appealing under grounds 3 (c) – (h) above. It is not for details of extenuating circumstances, which should be listed in section 5(a) above.</p> <p>Please give full details of all events that are relevant to your appeal. You should include names and dates where possible.</p>

<b>5. Supporting Summary</b>
Please summarise the reason(s) for your appeal, outlining the key points in relation to your appeal. <b>This summary must not exceed 250 words in length.</b>

<b>6. Supporting Evidence</b>
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**Please note: you are responsible for providing all the evidence you wish to be considered with your appeal at the time of submission. You will not be reminded about submitting evidence if you fail to provide it. Appeals that are submitted without supporting evidence will be considered but very rarely succeed.**

**Evidence must be submitted in English. Where the original evidence is written in a different language an official translation must be submitted along with the original evidence. Translations of evidence will not be considered without sight of the original.**

You should provide supporting evidence for the circumstances listed in relation to your appeal. Please list and number the evidence below (some examples of appropriate evidence include; medical certificate, doctor's letter, supporting letter from an independent third party, travel documents):

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## **7. Disclosure of Additional Information**

**(i) The Equalities Act 2010 defines a disability as a “physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”**

**Do you have a disability as defined by the Equality Act 2010?**

Yes

No

☐
☐

**(ii) Have you advised the institution of this prior to now?**

Yes

No

☐
☐

**If yes, please give details**

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## 8. Checklist

Please use this section to ensure you have completed your appeal correctly

**You must:**

<input type="checkbox"/>	<b>Read the Academic Appeals Guidance document:</b> <a href="https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints">https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints</a>
<input type="checkbox"/>	<b>Enter your contact details (section 1)</b>
<input type="checkbox"/>	<b>Select what you are appealing against (section 2)</b>
<input type="checkbox"/>	<b>Select your grounds for appeal (section 3)</b>
<input type="checkbox"/>	<b>Provide details of your appeal and supporting evidence (sections 4 &amp; 6)</b>
<input type="checkbox"/>	<b>Write your appeal summary (section 5)</b>
<input type="checkbox"/>	<b>Read, sign and date the declaration (section 9)</b>
<input type="checkbox"/>	<b>Attach your evidence in PDF format with this form in PDF format</b>

## 9. Declaration

**I confirm that the information given on this form and in the supporting documents is true to the best of my knowledge and belief. I confirm that where I have submitted evidence all documents are true copies of the original document and where evidence relates to a third party that I have obtained the permission of the said third party to submit the evidence with this appeal. I understand that I should not submit original documents and that submitted documents in support of my academic appeals cannot be returned to me.**

**If submitting this form via email, please insert your scanned signature or type your name in the signature box below:**

<b>Signed</b>	
<b>Date</b>	

**DOCUMENT OWNER:** Gavin Tash

**DOCUMENT TYPE:** Form

**APPROVED BY:** Academic Partnerships

**VERSION NUMBER:** 4.0

**DUE FOR REVIEW:** August 2023

**SUMMARY:**

Partner institution Stage One Academic Appeal form

**VERSION LOG:**

Date	Version no.	Summary of changes	Author	Approved by
August 2018	1.0		Academic Partnerships	Academic Partnerships
August 2019	2.0	Updated to reflect new website address	Academic Partnerships	Academic Partnerships
September 2020	3.0	Updated to reflect new website address	Academic Partnerships	Academic Partnerships
August 2022	4.0	Updated to reflect updates to Appeals and Complaint Regulations	Academic Partnerships	Academic Partnerships