# Appendix 2: Stage 2 Academic Appeal Form

This form should be **completed by the student** wishing to make a formal academic appeal under [Stage 2](#_Stage_2:_Formal) of the [UCO’s Academic Appeals Policy & Procedures](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy).

Students are reminded that:

* You cannot make an academic appeal if your assessment results were worse than you would have liked or expected; academic judgement cannot be challenged.
* To make a formal academic appeal you must have legitimate grounds which are set out in [Section 4](#_Grounds_for_Making) of this policy.
* If you need help to confirm if you meet the grounds to make a formal academic appeal or whether your concerns a better considered under another policy or process, please contact the [Student Support Team](https://bso.sharepoint.com/sites/StudentSupport) or the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx).

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| **Student Name:** | |  | | | | | | |
| **UCO Email Address:** | |  | | | | | | |
| **Address:** | |  | | | | | | |
| **Phone Number:** | |  | | | | | | |
| **Course:** | |  | | | | | | |
| **Year of Study:** | |  | | | | | | |
| **Please clearly state the Board of Examiners’ decision you would like to appeal:**  ***Please include in this section details of the relevant progression, unit, assessment, examination, or award outcome that you would like to appeal against.***  *Please attach a copy of your Results Letter / Email related to your academic appeal.* | | | | | | | | |
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| Stage 1: Informal Resolution | | | | | | | | |
| Have you raised your concerns informally with the relevant Unit Leader or other member of staff? | | | | | | Yes / No | | |
| If no, please state the reasons why: | | | | | | | | |
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| If yes, please attach the Stage 1 Information Academic Appeal Resolution form (Appendix 1) that you should have received a copy of from the Unit Leader you discussed your concerns with. | | | | | | | | |
| Grounds for Appeal:  Please identify the grounds upon which you wish to make your academic appeal and identify any evidence you have to support this: | | | | | | | | |
| **Grounds for Formal Academic Appeal**  **(You may select more than one)** | | | **Check (X)** | | | **Supporting Evidence?** | | |
| 1. There was a procedural irregularity in the assessment process. | | |  | | |  | | |
| 1. There has been bias or a perception of bias in the assessment process or Board of Examiners decision-making process. | | |  | | |  | | |
| 1. There were mitigating circumstances where, for good reason, the Board of Examiners was not made aware of a significant factor relating to the assessment of a student when it made its original decision. | | |  | | |  | | |
| **Provide a summary of your Grounds for Appeal:**  Please summarise the reasons why you think the decision you are appealing against should be different providing an explanation for each of the grounds of appeal (a, b and c) you have selected above, and where possible make reference to specific pieces of evidence that support your reasons.  If you are making an appeal on the grounds of mitigating circumstances (c), it is important to not only explain how they affected your performance, but also the reasons why you were not able to make them known to the Board of Examiners beforehand, in line with the [UCO’s Special Circumstances Policy](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy). | | | | | | | | |
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| **Your Preferred Outcome:**  Please summarise what you believe would be a fair outcome should your academic appeal be upheld (for example, to be allowed to re-sit a failed assessment or to be allowed to re-take a unit again). | | | | | | | | |
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| **Supporting Evidence:**  Please list here any documentation you are submitting in support of your appeal. This may include, for example, medical certificates, emails, letters or notes of meetings. Evidence should be provided electronically in the first instance. We may ask you to provide original copies of some evidence. If so, these will be returned to you at the earliest opportunity.  **If you are submitting evidence in support of your appeal that relates to another person, e.g. a family member, then you must provide their written consent. This includes specifically any evidence related to their race, ethnic origin, political views, religion, trade union membership, genetics, any ID biometric information, health, criminal convictions, offences, related security measures, sex life or sexual orientation. A failure to provide this consent may result in your appeal being delayed, or we may not be able to consider this aspect of your appeal. Any third-party data you supply will be held for one year after the completion of your academic appeal. This allows for the completion of all external processes you might wish to approach on completion of your academic appeal.**  **Any evidence found to be fraudulent will be referred to the** [**Student Code of Conduct & Disciplinary Procedures**](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy)**.** | | | | | | | | |
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| **Timeframe for Making an Academic Appeal:**  The UCO’s Academic Appeals Policy & Procedures requires that an appeal is submitted within 10 working days of the notification of the result or decision you would like to appeal.  Appeals submitted outside of this timeframe are not normally considered, however if you have a good reason for doing so which is supported by evidence, your appeal may be considered. | | | | | | | | |
| **Are you submitting your appeal within 10 working days of the date of notification of the decision?** | | | | | Yes / No | | | |
| **If no, please state the reasons why:**  Please provide copies of any evidence to support the reasons why you are submitting your appeal out of time.  You should also use this section to provide an explanation where any additional evidence is to be provided outside of the 10-working day timeframe. | | | | | | | | |
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| **Declaration:**  **Please read the following carefully and before you sign and submit this form:**  By signing this form, you confirm that you agree to the following:   1. That you have read and understood the [UCO’s Academic Appeals Policy & Procedure](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy). 2. That you have included all the issues and supporting evidence (including consent relating to any third-party evidence) that you wish to be investigated and considered and understand that the UCO may refuse to take on any additional matters which are introduced later in the process. 3. That the information contained in this form and evidence included as part of your academic appeal is a true and accurate account and that any fraudulent claims or evidence submitted may be referred to the [UCO’s Student Code of Conduct & Disciplinary Procedures](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy). 4. That the information contained in this form and evidence included as part of your academic appeal may be shared with the relevant UCO departments. This includes but is not limited to staff appointed to investigate your case, staff and students appointed as Academic Appeal Panel members, relevant academic staff, the Registrar and relevant Student Support Team staff. 5. That you have the written consent of any third party to submit and use their data in support of your academic appeal. | | | | | | | | |
| **Signed:** |  | | | **Date:** | | |  | |
| **Submitting your Academic Appeal:**  Once you have completed all sections of this form, please send the completed form and all accompanying evidence to the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx). Any evidence should also be scanned, saved in PDF format, and clearly labelled to ensure compatibility. Email is strongly preferred for the submission of your academic appeal. However, if you feel you need to submit your form and evidence in hardcopy, then please contact the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx) to discuss alternative arrangements.  If you do not receive an email confirming receipt of your appeal within 5 working days, please contact the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx).  Please note, the UCO will aim to consider your academic appeal promptly, but each case is considered carefully and thoroughly and sometimes this can take several weeks. The decision can only be communicated to you in writing, so it is very important that you check your UCO email address regularly.  Please keep a copy of this form and any supporting documentation for your records. | | | | | | | |