# Appeal Form

This appeal form is to be completed under the Academic Appeals Procedure, with reference to section 10 of the [University Assessment Regulations](https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-assessment-regulations.pdf).

**IMPORTANT**

Read the [Make an academic appeal](https://www.bristol.ac.uk/students/support/academic-advice/academic-appeal/) page on our website to ensure that you understand the process, including when you can or can’t appeal and what happens next.

**HOW TO MAKE AN APPEAL**

You have 21 days (including weekends but not university closure days or bank holidays) to submit an appeal from when you receive your decision.  Completed appeal forms and all relevant evidence should be submitted to the Student Resolution Service (SRS) by emailing [student-appeals@bristol.ac.uk](mailto:student-appeals@bristol.ac.uk).

**WHILE YOU’RE AWAITING YOUR APPEAL OUTCOME**

Until you receive the outcome of your appeal, the exam board decision as published to you still applies. You must follow the exam board decision you have been issued and complete any additional work required. Do not assume that your appeal will be successful. It may not be possible to process an appeal against the requirement to complete a supplementary year of study before the start of the next academic year or in time for you to re-join your programme in your original cohort.

**ADVICE & SUPPORT**

Before submitting your appeal, talk to your School if there is anything you do not understand in your marks.

Contact the [Bristol SU Academic Advice Service](https://www.bristolsu.org.uk/support-centre/academic-advice) for free, confidential and independent advice. They will help you understand whether you can appeal and help prepare your appeal. Please read through their appeals guidance on their [webpages.](https://www.bristolsu.org.uk/support-centre/academic-advice/academic-appeals#Start)

**Section 1: About You**

|  |
| --- |
| **Personal details** |
| |  |  | | --- | --- | | Title | Click or tap here to enter text. | | Preferred Forename | Click or tap here to enter text. | | Surname | Click or tap here to enter text. | | Student Number (7-digit number on UCard) | Click or tap here to enter text. | | Programme of Study | Click or tap here to enter text. | | Year of Study | Click or tap here to enter text. | | Email Address (University) | Click or tap here to enter text. | | Email Address (Alternative contact) | Click or tap here to enter text. |   *Emails will be sent to the addresses you provide on your appeal form.*  **If your studies are due to end**:  Your university email account will close soon after your studies end. Make sure you provide an alternative email to your university email so we can contact you to tell you the outcome of your appeal. |

**Section 2: Grounds for Appeal**

|  |
| --- |
| **Appeal details** |
| 1. **What decision are you appealing?** See [Exam Board outcomes](https://www.bristol.ac.uk/students/support/academic-advice/outcomes/) webpage to understand your exam board decision. Please tick any relevant boxes that apply.  * I have been required to withdraw * I have been required to transfer to a different programme * I have been required to do a supplementary year of study * I have been required to resit assessment(s) * My resit assessment(s) have been capped at the pass mark * My final award classification * My marks have been reduced due to a late or submission length penalty * A penalty imposed due to academic misconduct (e.g. Plagiarism/cheating) * Other (please detail below)   Click or tap here to enter text. |
| 1. **Date you were notified of the decision you are appealing.**   This might be the date you received a formal decision letter or when your programme outcome results were published after a meeting of the Board of Examiners. **Please note that you cannot appeal against provisional results.** See [Make an Academic Appeal](https://www.bristol.ac.uk/students/support/academic-advice/academic-appeal/) for information about when you can and can’t make an appeal.  Click or tap to enter a date. |
| 1. **Grounds for appeal** in accordance with Section 10.2 of the University [Assessment Regulations](https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-assessment-regulations.pdf). If your appeal is based on more than one ground, please tick all that apply.  |  |  |  |  | | --- | --- | --- | --- | | 1. **I believe there has been a material irregularity in the decision-making process sufficient to require that the decision can be reconsidered.** Please tick all relevant boxes below and give details in the text box. | |  | | | * The assessment and subsequent decision-making processes were not conducted in accordance with the relevant regulations * An adverse decision has been taken because of an administrative error * I was not given the opportunity to draw relevant matters to the attention of the Board of Examiners * Appropriate account was not taken of illness or other exceptional circumstances known to the Board of Examiners * Other (please detail below) | | | | | Click or tap here to enter text. | | | | | Which assessment(s), unit(s) did it affect? *Include the unit code(s) and full unit title(s).* | | | | | Click or tap here to enter text. | | | | | 1. **I believe my performance in assessment was affected by illness or other factors, which I was unable for good reason to divulge before the meeting of the Board of Examiners.**   *If you are appealing on this ground, you must give credible and compelling reasons with supporting documentation explaining why you were unable to submit your Exceptional Circumstances and relevant evidence before the meeting of the Board of Examiners.* | |  | | | 1. What was the good reason you were unable to submit Exceptional Circumstances and evidence at the relevant time? Please note that this reason must be credible and compelling.   Click or tap here to enter text.   1. What illness or other factor affected your performance in assessment that you were not able to divulge at the relevant time? | | | | | Click or tap here to enter text. | | | | | 1. **A penalty for cheating or plagiarism, imposed under the assessment regulations by the school or faculty is wrong or disproportionate.**   *The appeals process does not offer an opportunity to repeat discussions held at the school or faculty Academic Misconduct Panel meeting – you must answer the questions below in full to demonstrate how the penalty is wrong or disproportionate.* | |  | | | 1. What was the penalty?   Click or tap here to enter text.   1. Include the unit code(s) and full unit title(s): | | | | | Click or tap here to enter text. | | | | | 1. Date of School or Faculty Academic Misconduct Panel:   Click or tap here to enter text.   1. Why do you believe it was wrong or disproportionate? | | | | | Click or tap here to enter text. | | | | |

**Section 3: Your Appeal**

|  |
| --- |
| **Provide a summary of your appeal (maximum 200 words)**  *Your summary should include a chronological timeline of events explaining their significance to the appeal and how your evidence supports your appeal. If you are applying on multiple grounds, please structure your summary to reflect the information you are providing for each ground. When referencing specific units and assessments please include the unit code(s) and full unit title(s)*  Click or tap here to enter text. |
| **Summary of supporting evidence**  List here any documents that you are attaching to support your appeal. Clearly name all documents and use these names in your appeal. It is your responsibility to provide evidence that you feel is relevant to your appeal and covers the period that your assessment was affected. All evidence should be written in English, or, if not, certifiably translated. The University will not seek evidence on your behalf. [Bristol SU Academic Advice Service](https://www.bristolsu.org.uk/support/academic-advice/academic-appeals) can help you to understand what evidence might be relevant to support your appeal.  Click or tap here to enter text . |

|  |
| --- |
| **Appeal outcome** |
| What outcome or further information are you seeking?   * Permitted to progress to next year of study * Permitted to undertake supplementary year to complete failed unit(s) to satisfactory standard * Permitted to repeat year in entirety * Permitted to re-register for programme of study following a required to withdraw decision * Permitted to remain on programme of study and not be required to transfer to alternative programme of study * Degree classification uplift * Removal of penalties or caps to unit / assessment level outcomes * Other (please detail below)   Click or tap here to enter text. |

**Section 4: Declaration and Signature**

|  |
| --- |
| **Declaration** |
| * I declare that the information given in this form is true to the best of my knowledge * I have read the [Make an academic appeal](https://www.bristol.ac.uk/students/support/academic-advice/academic-appeal/) page on the University website before completing the form * I have attached all relevant evidence that I wish to be considered to support my appeal * I understand that I must adhere to the exam board decision as published to me while I await the outcome of my appeal   If any information on this form is not completed correctly the form will be returned which will delay the processing of the appeal.  Signed: Click or tap here to enter text. Date: Click or tap to enter a date. |

|  |
| --- |
| **Additional Information** |
| * **Student visa holders - Please note that submitting an academic appeal does not extend your immigration permission in the UK as a student.** If your student visa is due to expire prior to receiving a decision on your appeal, you are still expected to leave the UK before your visa expires. Should you have any questions regarding your student visa and appeal, please contact the [Student Visas](http://www.bristol.ac.uk/directory/visas/contacts/) team. * The University will have due regard towards maintaining confidentiality in relation to your appeal but, in order for it to be considered fully, the content may need to be disclosed to members of staff who are involved in putting the procedure into effect e.g. your Department/School colleagues, as well as staff whose input may be required to respond to the issues you have raised e.g. Disability Services, Student Wellbeing Service etc. By signing the declaration above you are consenting to the disclosure and sharing of information relevant to the appeal within the University at all stages of the procedure. For further information, please see the [Education and Student Success Confidentiality Statement](https://www.bristol.ac.uk/students/support/wellbeing/policies/student-services-confidentiality-statement/). |

Bristol SU Academic Advice Service would like to receive your feedback to help them improve the advice they give.

Please tick as appropriate:

|  |  |
| --- | --- |
| I have contacted Bristol SU Academic Advice for advice about this appeal |  |
| I give permission for the outcome of my appeal to be shared with Bristol SU Academic Advice |  |