Appeal Progression Form

This form is to be completed when requesting progression of an academic appeal to the **University Stage** of the appeal process, in accordance with the Academic Appeals Procedure (see section 10.7 of the [University Assessment Regulations](https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-assessment-regulations.pdf)). Please send this form with all accompanying documentation to: appeal-progression@bristol.ac.uk

You have 14 days (including weekends) from the date of the Local Stage outcome to submit an Appeal Progression Form to the above email address. Should you need any advice regarding your appeal, you can contact the [Academic Advice team at the Student Union](https://www.bristolsu.org.uk/support-centre/academic-advice/academic-appeals#Start).

***Please note:*** *until you receive the outcome of your appeal, the Exam Board decision and/or Local Stage outcome still applies. You must follow the decision you have been issued and complete any additional work required and/or register on the relevant units. It may not be possible to process an appeal against the requirement to withdraw or requirement to take 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.*

**Section 1:**

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|  **Personal details:** |
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| **Date**  | Click or tap here to enter text. |
| **Title** (e.g. Mr/Ms/Mx) | Click or tap here to enter text. |
| **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** (e.g. Mathematics BSc) | Click or tap here to enter text. |
| **Fee status** (e.g. home or overseas) | Click or tap here to enter text. |
| **Year of study** (e.g. year 1/2/3 or recent graduate) | Click or tap here to enter text. |
| **Mode of study** (e.g. full-time or part-time) | Click or tap here to enter text. |
| **Faculty & School** (e.g. Faculty of Science, School of Mathematics) | Click or tap here to enter text. |
| **Email addresses** (Please provide **both** University and alternative contact email address) | Click or tap here to enter text. |

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|  **Appeal details:** |
| **Nature of Appeal** (e.g. required to leave the University/exam penalty)**:**Click or tap here to enter text. |
| **Date of Local Stage outcome:** Click or tap here to enter text. |
| **Ground(s) 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)**:**1. **I believe there has been a material irregularity in the decision-making process sufficient to require that the decision can be re-examined.**  [ ]
2. **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.**  [ ]
3. **A penalty for cheating or plagiarism, imposed under the examinations regulations by the school or faculty is wrong or disproportionate.**  [ ]
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| **Are you introducing any new documentary evidence that was not provided at the Local Stage of your appeal? All evidence must relate to the affected unit/period.**YES [ ]  NO [ ]  |
| **If yes, please clearly list the new pieces of evidence. Please ensure your accompanying files are named to match this list (eg: “GP letter dated 12/05/2024”). Evidence must support the reason for your appeal and relate to the time period in question.***Examples of evidence may include (but are not limited to): a letter from a medical practitioner confirming a diagnosis, treatment or referral for further investigation or treatment; a police incident report form and crime reference number; a death certificate; correspondence with a counselling service.**If you are unable to provide the relevant evidence with your appeal progression form, please specify when you will be able to provide it. Please note that we cannot begin processing your appeal until we have received all documents in support of your appeal.*Click or tap here to enter text. |
| **Does the new evidence introduce any new information that was not disclosed at the Local Stage of your appeal? If yes, please clearly summarise this below.***Please note that new information may only be considered if a clear explanation is provided as to why this was not made available at the Local Stage.*Click or tap here to enter text. |

**Section 2:**

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| **Please give your University Stage explanation below (i.e. explain the reasons you disagree with the Local Stage decision).** ***Please ensure this response******does not exceed 500 words****. The Bristol SU Academic Advice Team can assist with the preparation of your response, if required (**bristolsu-advice@bristol.ac.uk**)*Click or tap here to enter text. |
| **What outcome are you seeking from your appeal at the University Stage (e.g. supplementary year/uncapped reassessment)?**Click or tap here to enter text. |
| **Is there a wellbeing or visa concern that we need to be aware of?***If you have any questions regarding your student visa, please contact the* [*Student Visas*](http://www.bristol.ac.uk/directory/visas/contacts/) *team*.*If you require wellbeing support, please complete the* [*Wellbeing Request Form*](https://bristol.ac.uk/students/support/wellbeing/request-support/)*.*Click or tap here to enter text. |
| **Do you have a Study Support Plan (SSP)?** *Please only provide a copy of your Study Support Plan if it is relevant to your appeal.*YES [ ]  NO [ ]  |
| **I declare that the information given in this form is true, to the best of my knowledge, and that**  **I would be willing to answer any further questions relating to it, if necessary.** Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Additional Information:** |
| * **Student visa holders - Please note that lodging 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.
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