

**ACADEMIC APPEAL FORM**  
**Stage One (Formal Stage)**  
**Taught Programmes**



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 procedure is designed to enable the circumstances to be considered fully.

**THIS DOCUMENT CONTAINS GUIDANCE FOR COMPLETING THE FORM  
AND SHOULD NOT BE SUBMITTED**

**If you choose to submit a Stage One Appeal (Formal Stage), you are strongly advised to seek advice from the Student Union Advice Centre ([advicecentre@uea.ac.uk](mailto:advicecentre@uea.ac.uk)) before submitting this form**

<b>1. YOUR PERSONAL DETAILS</b> Please enter these details from your campus card	
Title	Ms, Miss, Mrs, Mr, Dr,
First name	
Last name	Please enter these details from your campus card
Registration Number	Please enter these details from your campus card
School of Study	This is the School you are currently registered to e.g. LDC or CMP
Name of Course	This is shown on your student home page in Evision
UG or PGT	Please enter these details from your campus card
Name of Academic Adviser	This is shown on your student home page in Evision
UEA Email address	Our main communication with you will be via your UEA email address
Personal Email address (if you wish us to <b>also</b> send communication about your appeal to a personal address).	Essential if you have been withdrawn from or have completed your course
Are you a Tier 4 Visa student?	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)	
Your degree result <b>This is only on completion of your degree (once you have been notified of the outcome)</b>	<input type="checkbox"/>
A confirmed exam mark (following internal moderation)	<input type="checkbox"/>
A confirmed coursework, dissertation or research project mark (following internal moderation) <b>This could be from coursework, course test, dissertation, project, OSCE or OSPE</b>	<input type="checkbox"/>
You are required to withdraw from your course <b>In the event that an appeal against withdrawal is upheld, you may be required to interrupt your period of studies and prepare for re-admittance at the start of the next academic year.</b>	<input type="checkbox"/>
A penalty applied in respect of plagiarism and collusion <b>There is no right of appeal against the decision made in plagiarism and collusion cases. Only an appeal against the penalty can be made except where a student has been referred to the Student Senate Discipline Committee (SSDC) regarding the alleged plagiarism and/or collusion. You may not submit a Stage 1 Academic Appeal if you have been referred to SSDC as this committee has its own appeal process.</b>	<input type="checkbox"/>
A refusal to permit the late submission of work for assessment or to approve a delayed first sit: <b>choose either option below</b>	
An application for an extension to a deadline has been rejected <b>This may have resulted in a penalty applied to your mark for a late submission or you may feel that submitting by the original deadline meant that you did not have a fair attempt at the work.</b>	<input type="checkbox"/>
An application for a delayed (re)assessment has been rejected <b>This may have resulted in a zero mark for non-attendance or non-submission, or a lower mark because you feel you were disadvantaged by having to attend on the original date of (re)assessment or submit by the original deadline.</b>	<input type="checkbox"/>

How were you informed about the decision against which you are appealing?	e.g. A letter or an email. Providing this information helps us locate any information we already hold relating to this situation.
On what date were you informed?	Please note an appeal must be submitted within 10 working days of this date. In exceptional circumstances an appeal received outside of this timeframe may be considered. You should contact your Hub to discuss a late appeal before submitting it.

Who informed you?	Providing this information helps us locate any information we already hold relating to this situation.
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<b>3. GROUNDS FOR APPEAL</b> (more than one box may apply)	
<p>A. My performance was adversely affected by extenuating circumstances not previously submitted (ONLY where late submission of extenuating circumstances has been approved by the ADTP)</p> <p style="color: green;">Also complete Section 5a</p>	<input type="checkbox"/>
<p>B. Extenuating circumstances were not fully and properly considered</p> <p style="color: green;">Also complete Section 5a</p>	<input type="checkbox"/>
<p>C. The correct procedure was not followed which undermined the validity of the academic result</p> <p style="color: green;">In your statement please specify which procedure you feel was not followed, and include either a link to the webpage or a scanned copy. Please explain how your experience differed from the published procedure and how this impacted on your academic result. Also complete Section 5b</p>	<input type="checkbox"/>
<p>D. Prejudice and/or bias affected the academic result</p> <p style="color: green;">In your statement please explain how this prejudice was manifested, and who you feel acted towards you with prejudice. How did this impact your academic result? Please provide evidence if possible e.g. emails. Also complete Section 5b</p>	<input type="checkbox"/>
<p>E. Significant changes were made to a course without being properly communicated and/or were not properly taken into account</p> <p style="color: green;">In your statement, please explain what changes were made and how were they communicated? How did this impact your studies? Also complete Section 5b</p>	<input type="checkbox"/>
<p>F. The teaching, supervision or research training provided was insufficient.</p> <p style="color: green;">This section covers academic support. In your statement please explain why do you consider it insufficient? What specific aspect? What evidence can you provide to explain your expectations of the teaching? In the event of timetable or meeting scheduling issues, please provide evidence of cancellation or other difficulties. Also complete Section 5b</p>	<input type="checkbox"/>
<p>G. The learning support provided was unsatisfactory or inappropriate</p> <p style="color: green;">This section covers non-academic support for academic learning. For example, you may not have felt you had the tools at your disposal to complete your work. Also complete Section 5b</p>	<input type="checkbox"/>
<p>H. Natural justice dictates that the appeal be upheld</p> <p style="color: green;">Please discuss these grounds with your UEA/SU advisor before ticking this box. Also complete Section 5b</p>	<input type="checkbox"/>

Note: If you are appealing under grounds (A) and (B) please fully complete section 5(a) of this form. If you are appealing under any other grounds please fully complete section 5(b).

#### 4. SUPPORTING SUMMARY

Please summarise the reason(s) for your appeal, outlining the key points in relation to your appeal. **This summary must not exceed 250 words in length.** Full details should be entered in section 5

**Note:** *It is recommended that you complete the rest of the appeal form first before summarising your reason(s) for appeal here.*

If you complete the rest of the form first, this summary does not need to repeat specific details given elsewhere on the form. This is your opportunity to summarise the key points of your appeal.

#### 5. DETAILS OF APPEAL

**(a) Details of Extenuating Circumstances.** Please give full details of all events that are relevant to your appeal.

(i) Please list below your extenuating circumstances and how they affected you.

We suggest concise bullet points. Please number and explain all extenuating circumstances. For each one, you should give details of the impact on you or your studies—e.g. time management, financial impact, side effects of medication. You should include names and dates where possible. Where evidence relates to a third party you should ensure you have obtained the permission of the said third party to submit the evidence relating to them with this appeal.

(ii) When did these circumstances affect you? Please be specific and provide dates.

Use the numbers from your list above to identify the start (and finish if applicable) of each extenuating circumstance. Did they affect your preparation, attendance, delivery, or submission of a piece of work? Where the effect is not across your entire degree, you should list modules and relevant dates, e.g.  
Module 1—submission of coursework  
Module 2—examination affected by illness causing gaps in knowledge

(iii) Which academic outcomes were affected by the circumstances? Please provide dates.

You should list modules, include the module component if appropriate, and provide dates, including the dates of assessment attempts and outcomes.

<p>(iv) Have you submitted this information on an Extenuating Circumstances form? If yes, LTS will be able to find this in their files.  You do not need to attach this yourself. If no, it is not necessary to complete an EC form at this stage.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>(v) If yes, please give details:  Give details of the date you submitted the form, and the Hub that you submitted it to.</p> <p>a. What was the outcome</p> <p>b. Please explain why you believe your Extenuating Circumstances were not fully and properly considered</p> <p>c. Does this appeal provide new evidence about your circumstances in questions (i) – (iii)?</p>
<p>(vi) If no, please explain why these were not previously submitted</p>
<p>(vii) Have you told any member of University Staff about this before?  Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>(viii) Who did you tell and was any action taken?  Name the person you told. Did they give you advice or take any action in your behalf, please give as much detail as possible in this section.</p>
<p>(ix) Were you advised to complete an Extenuating Circumstances form?  Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**(b) Other details of appeal.**

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. Where events relate to a third party you should ensure you have obtained the permission of the said third party to share any evidence relating to them.

***Ground C. The correct procedure was not followed which undermined the validity of the academic result***

In your statement, please specify which procedure was not followed and include either a link to the webpage or a scanned copy. Please explain how your experience differed from the published procedure and how this impacted on your academic result. If the result you are appealing against is a module outcome, please give the name and code of the module or specify the piece of work affected, or give the date of the exam, course test, presentation, OSCE or OSPE that was affected.

***Ground D. Prejudice and/or bias affected the academic result***

In your statement, please explain how this prejudice was manifested and who you feel acted towards you with prejudice. How did this impact your academic result? Please provide evidence if possible e.g. emails. If the result you are appealing against is the module outcome, please give the name and code of the module or specify the piece of work affected, or give the date of the exam, course test, presentation, OSCE or OSPE that was affected.

***Ground E. Significant changes were made to a course without being properly communicated and/or where not properly taken into account.***

In your statement please explain how these changes were made and how they were communicated? How did this impact your studies? What was the original information communicated to you regarding the course? It may be useful to consider the difference between a module and a course at this stage.

***Ground F. The teaching , supervision or research training provided was insufficient***  
**This covers academic support**

In your statement please explain why you consider it insufficient? What specific aspect? What evidence can you provide to explain your expectations of the teaching? In the event of timetable or other scheduling issues, please provide evidence of cancellation or other difficulties.

***Ground G. The learning support provided was unsatisfactory or inappropriate***  
**This covers non-academic support for academic learning**

For example, you may not have felt that you had the tools at your disposal to complete your work e.g. books, software or specialist assistance. What evidence can you provide to explain your expectations of the learning support? Please explain this in detail.

***Ground H. Natural Justice dictates that the appeal upheld***

Please discuss these grounds with your UEA/SU adviser to ensure you give adequate information.

## 6. SUPPORTING EVIDENCE

**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.**

It is preferable to submit your appeal form and supporting evidence electronically and in PDF format. Please name the PDF files with your student number. If submitting evidence, title each piece with your family name and student number and the number of the evidence corresponding to section 6 of the form. E.g. "Appeal F Smith 100100100 Evidence 1"

A paper copy will be accepted **ONLY** if circumstances prevent you submitting electronically, in which case, please label your evidence in the same way. e.g. "Appeal F Smith 100100100 Evidence 1"

**PLEASE NOTE: Audio files are NOT permitted as evidence.**

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: medical certificate, doctor's letter, supporting letter from an independent third party, travel documents.)*

1.

2.

3.

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## 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 Equalities Act 2010?

If your answer is NO please go to Section 8.

Yes  No

- (ii) Have you advised the University of this prior to now? Yes  No

If yes, please give details

If this is your first disclosure of a disability and you intend to continue your studies at UEA, please contact the Student Support Service for further support, advice, and guidance. Please explain why this is your first disclosure.

- (iii) Do you have a named contact at the Student Support Service?

Yes  No

If yes, please give details

The Student Support Service automatically distribute individual Reasonable Adjustments Summaries (RAS) to the Hub if they are aware of the need for adjustment. If this applies to you, then you will not need to copy your RAS or supporting evidence regarding your disability with this form.

## 8. CHECKLIST

Use this section to ensure you have completed your appeal correctly.

### You must:

- Read the Academic Appeals Guidance document:  
<https://www.uea.ac.uk/learningandteaching/appealsandcomplaints>
- Enter your contact details (Section 1)
- Select what you are appealing against (Section 2)
- Select your grounds for appeal (Section 3)
- Provide details of your appeal and supporting evidence (Section 5 & 6)
- Write your appeal summary (Section 4)
- Read, sign and date the declaration (section 10)
- Attach your evidence in PDF format with this form in PDF format

**You are strongly advised to:**

- Seek advice from the Student Union Advice Centre:  
[advicecentre@uea.ac.uk](mailto:advicecentre@uea.ac.uk)

**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 documents submitted in support of my academic appeal cannot be returned to me.

**Sharing data with Union Advice workers:**

The Union of UEA Students (UEA/SU) supports students with appeals and as such may require access to information concerning your case. The University recognises that such information will contain your personal data, as defined by the Data Protection Act 1998. We will only share such data with UEA|SU if we have your consent to do so. If your consent is obtained, we will only share data which has been specified by you, or UEA/SU, as being necessary for your appeal. Once relevant information has been securely transferred to UEA/SU they will be Data Controllers for those personal data.

Please tick **only one** of the following boxes:

- I agree to UEA sharing my personal data with Union Advice Workers (UEA/SU)

**OR**

- I do not wish UEA to share any of my personal data with Union Advice Workers (UEA/SU)

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

Signed	
Date	

**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. PLEASE ENSURE THAT YOU ATTACH COPIES OF ALL EVIDENCE WITH YOUR FORM.**

Please ensure any pdf file contains your family name and student number within the file name e.g. "Appeal F Smith 100100100".

**PLEASE NOTE: Audio files are NOT permitted**

**TO CHECK YOUR HUB TEAM'S EMAIL ADDRESS PLEASE VISIT  
<https://portal.uea.ac.uk/learning-and-teaching/hubs>**