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| **UEA logo black****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.

You can find guidance on the appeal process and help with completing the forms on the Learning and Teaching Service website at:

<https://my.uea.ac.uk/divisions/student-and-academic-services/learning-and-teaching/students/support/appeals-and-complaints>

**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****).**

For more information on how we use your information, please see:

<https://my.uea.ac.uk/divisions/it-and-computing-services/information-compliance/data-protection>

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|  YOUR PERSONAL DETAILS |
| Title |  |
| First name |  |
| Last name |  |
| Registration Number |  |
| School of Study |  |
| Name of Course |  |
| UG or PGT |  |
| Name of Academic Adviser  |  |
| Address (please enter the postal address you wish us to use to communicate with you about your appeal.) |  |
|  | Post Code |  |
| UEA Email address |  |
| Personal Email address (if you wish us to also send communication about your appeal to a personal address). |  |
| Are you a Tier 4 Visa student? | Yes [ ]  No [ ]  |

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| WHAT DO YOUR CONCERNS RELATE TO?  (More than one box may apply. There are exceptions, please ensure you read the  guidance)  |
| Your degree result |[ ]
| A confirmed exam mark (following internal moderation) |[ ]
| A confirmed coursework, dissertation or research project mark (following internal moderation) |[ ]
| You are required to withdraw from your course |[ ]
| A penalty applied in respect of plagiarism and collusion |[ ]
| A refusal to permit the late submission of work for assessment or to approve a delayed first sit: |
|  An application for an extension to a deadline has been rejected |[ ]
|  An application for a delayed (re)assessment has been rejected |[ ]
|  |  |
| How were you informed about the decision against which you are appealing? |  |
| On what date were you informed? |  |
| Who informed you? |  |

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| GROUNDS FOR APPEAL (more than one box may apply) |
| 1. My performance was adversely affected by extenuating circumstances not previously submitted (ONLY where late submission of extenuating circumstances has been approved by the ADTP)
 |[ ]
| 1. Extenuating circumstances were not fully and properly considered
 |[ ]
| 1. The correct procedure was not followed which undermined the validity of the academic result
 | [ ]  |
| 1. Prejudice and/or bias affected the academic result
 |[ ]
| 1. Significant changes were made to a course without being properly communicated and/or were not properly taken into account
 |[ ]
| 1. The teaching, supervision or research training provided was insufficient
 |[ ]
| 1. The learning support provided was unsatisfactory or inappropriate
 |[ ]
| 1. Natural justice dictates that the appeal be upheld
 |[ ]

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).

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| 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.* |

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| DETAILS OF APPEAL |
| 1. **Details of Extenuating Circumstances.** Please give full details of all events that are relevant to your appeal. You should include names and dates where possible
 |
| 1. Please list below your extenuating circumstances and how they affected you.
 |
|  |
| 1. When did these circumstances affect you? Please be specific and provide dates.
 |
|  |
| 1. Which academic outcomes were affected by the circumstances? Please provide dates.
 |
|  |
| 1. Have you submitted this information on an Extenuating Circumstances form?

 Yes [ ]  No [ ]  |
| 1. If yes, please give details:
	1. What was the outcome
	2. Please explain why you believe your Extenuating Circumstances were not fully and properly considered
	3. Does this appeal provide new evidence about your circumstances in questions (i) – (iii)?
 |
| 1. If no, please explain why these were not previously submitted
 |
| 1. Have you told anyone about this before? Yes [ ]  No [ ]
 |
| 1. Who did you tell and was any action taken?
 |
| 1. Were you advised to complete an Extenuating Circumstances form?

 Yes [ ]  No [ ]  |
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| 1. **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 |
| Please give full details of all events that are relevant to your appeal. You should include names and dates where possible.  |

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| 1. **SUPPORTING EVIDENCE**
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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: medical certificate, doctor’s letter, supporting letter from an independent third party, travel documents.)* |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |
| 11. |
| 12. |

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| DISCLOSURE OF ADDITIONAL INFORMATION |
| 1. 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 [ ]  |
| 1. Have you advised the University of this prior to now? Yes [ ]  No [ ]
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| If yes, please give details |
| 1. Do you have a named contact at the Student Support Service?

Yes [ ]  No [ ]  |
| If yes, please give details |

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| CHECKLISTUse this section to ensure you have completed your appeal correctly. |
| **You must:*** Read the [Academic Appeals Guidance](https://my.uea.ac.uk/divisions/student-and-academic-services/learning-and-teaching/students/support/appeals-and-complaints) document
* 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  |
| 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.**

**TO CHECK YOUR HUB TEAM’S EMAIL ADDRESS PLEASE VISIT** <https://my.uea.ac.uk/divisions/student-and-academic-services/learning-and-teaching/contact-us>