

UEA PARTNER INSTITUTION ACADEMIC APPEAL FORM Stage One



You should complete this form if you want formally to raise concerns about an academic result or circumstances relating to it if you are studying at one of the following UEA partner institutions:

- Brooksby Melton College
- Easton&Otley College
- Institute of Health and Social Care Studies in Guernsey
- INTO UEA
- London Academy of Diplomacy
- Mountview Academy of Theatre Arts
- Royal Marsden School

We will take your concerns seriously and our procedure is designed to enable the circumstances to be considered fully and action taken to remedy the situation, where appropriate.

Further guidance is available at:

<http://www.uea.ac.uk/partnerships/policy-and-forms/Partner+institutions+academic+appeals+and+complaints+procedure>

Before raising a formal Stage One Academic Appeal, please consider the following:

- 1 Have you tried to seek an informal resolution for your concerns? For example, if you are concerned about a mark for an assessed piece of work, you should discuss this with your personal tutor or module leader. If you are still concerned, you may request that the work is remarked, provided it has not been double-marked. The Appeal/Complaint Administrator at your institution will be able to advise you further on this.
- 2 You may submit a formal Appeal if your concerns relate to one of the following:
 - i) A degree result
 - ii) Marks (that have not been independently double marked)
 - iii) Required withdrawal from a course
 - iv) A verdict of plagiarism and/or collusion
 - v) A penalty applied in respect of plagiarism and/or collusion (in order to appeal on this ground you must submit a Stage Two Appeal)

- vi) A refusal to permit the late submission of work for assessment or to approve a delayed first sit
- 3 If your concerns are about something that is not listed above, you should submit an academic complaint. If you submit an Appeal about something that is not listed above, your Appeal will be rejected.
 - 4 Your appeal will be upheld where any of the following are found:
 - i) Correct procedure was not followed which undermined the validity of the academic result.
 - ii) Prejudice and/or bias affected the academic result.
 - iii) The student's performance was adversely affected by extenuating circumstances not previously submitted (ONLY where late submission of extenuating circumstances has been approved).
 - iv) Significant changes were made to a course without being properly communicated and/or were not properly taken into account.
 - v) The teaching, supervision or research training provided was insufficient.
 - vi) Extenuating circumstances were not fully and properly considered.
 - vii) Natural Justice dictates that the appeal be upheld.
 - viii) The learning support provided was unsatisfactory or inappropriate.

If you have considered the above points and wish to proceed with the Appeal, please complete the form below and submit to your institution Appeal/Complaint Administrator no later than 10 working days after the date on which you were formally notified of the academic decision you are appealing or the date on which you were notified that the informal process had been concluded. If you have difficulty in meeting this deadline, please notify your institution Appeal/Complaint Administrator immediately.

Please ensure that your Academic Appeal form and all supporting evidence are placed in an envelope clearly marked with your family name and programme of study and mark the envelope Confidential: 'Stage One Academic Appeal'.

SECTION A – YOUR PERSONAL DETAILS			
Full Name			
Registration Number			
Semester Address			
		Postcode	
Email		Phone	

Mobile			
Home Address			
		Postcode	
Telephone			

SECTION B – YOUR COURSE DETAILS

Course	
Year of Study	
Full-time or Part-time	
Undergraduate or Postgraduate	
Name of Personal Tutor	

SECTION C – WHAT DO YOUR CONCERNS RELATE TO? (tick all boxes that apply and provide appropriate information in your supporting statement.)

Your degree result	
A confirmed exam mark	
A confirmed coursework, dissertation or research project mark	
You are required to withdraw from your course	
A verdict of plagiarism and collusion	
You have been refused permission to submit coursework after the deadline	
An application for a delayed first sit has been rejected	
On what date were you informed about the decision against which you are appealing?	

How were you informed?

Who informed you?

Please ensure that you have attached the following

A statement explaining:

- the decision (result) you are appealing against
- the reasons you are unhappy with the decision or think that it is unfair
- the dates of any circumstances you want us to look at and an explanation of how these circumstances affected your ability to study or undertake assessment

Please list below what documentation you are submitting as independent evidence. In order to give proper consideration to your Appeal, the Appeal/Complaint Reviewer will need to have as complete a picture as possible. For example, they will need to know how a particular circumstance affected your ability to study or hindered your performance in assessment, on what dates things happened and which pieces of work you think were affected.

Supporting evidence:

SECTION D – 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.

Signed	
--------	--

Date	
------	--

SECTION E – FOR APPEAL/COMPLAINT ADMINISTRATOR USE ONLY

NAME OF APPELLANT:			
REGISTRATION NUMBER:			
PROGRAMME OF STUDY:			
Date received		Date student acknowledgement sent	
Date sent to Appeal/Complaint Reviewer		Date of response from Appeal/Complaint Reviewer	
Date of Appeal outcome letter to student			
Is a reconvened Board of Examiners required?			
Date of Board of Examiners if appropriate			
Date Board of Examiners' decision advised to Student, if required			
Notes:			

Staff at Partner Institutions involved in Academic Appeals and Academic Complaints. The Appeal/Complaint Administrator is the point of contact for the Stage One Appeal/Complaint form and will advise on where to access further support and guidance, and whether support can be provided by the Union of UEA Students:

Brooksby Melton College

Appeal and Complaint Reviewer – Director of Curriculum (GFE & HE)
Appeal and Complaint Administrator – Curriculum Administrator (Executive office)

Easton&Otley College:

Appeal/Complaint Reviewer – Vice Principal
Appeal/Complaint Administrator – HE Administrator

Institute of Health and Social Care Studies in Guernsey:

Appeal/Complaint Reviewer – Head of the Institute
Appeal/Complaint Administrator – Senior Institute Administrator

INTO UEA:

Appeal/Complaint Reviewer – Centre Director
Appeal/Complaint Administrator – Academic Support Manager

London Academy of Diplomacy:

Appeal/Complaint Reviewer – Director
Appeal/Complaint Administrator – Programme Manager

Mountview Academy of Theatre Arts:

Appeal/Complaint Reviewer – Academic Director
Appeal/Complaint Administrator – Senior Programme Manager

Any queries regarding Stage 2 Appeals and Complaints should be emailed to partnerships@uea.ac.uk