# STAGE 1 ACADEMIC APPEAL FORM

# (SCHOOL / FACULTY LEVEL)

The completion and submission of this form initiates the **formal** University Academic Appeals procedure. By submitting this form you are requesting the formal review of an academic decision the University has made about your assessment (examination or coursework), discretionary progression within or completion of a programme of study, or termination of studies on academic grounds. Before submitting a formal written appeal, you should seek to resolve the matter informally by discussing your concerns with your tutor, supervisor, module co-ordinator or other appropriate person in the relevant School or Faculty, in order to understand the reason for the result or decision which is causing you concern. If the matter remains unresolved, you may then invoke the formal appeals procedure via this form. Students seeking impartial and independent advice on properly formulating an appeal should contact the Student Advocate (Education) at helphub@st-andrews.ac.uk.

Before completing this form you must consult the University's [Policy on Student Academic Appeals](http://www.st-andrews.ac.uk/students/rules/appeals/policy/) which fully explains the procedures and deadlines that will be applied in the consideration of your appeal. Please note that a request for a review of an academic decision will **only** be considered where specific grounds apply. These grounds are clearly set out in the Academic Appeals Policy. The University will not pursue an appeal that does nothing more than question the academic judgment exercised.

Please note that complaints fall outwith the scope of the Academic Appeals Policy and are dealt with under the [Complaints Handling procedure](https://www.st-andrews.ac.uk/terms/complaints/).

## Section 1 - Your personal details

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name** | Click here to enter text. | **Student ID** | Click here to enter text. |
|  |
| **Level of Study** |  **Undergraduate** |  | **PG Taught** |  | **PG Research** |  |  |
|  |
| **Programme** | Click here to enter text. |
|  |
| **School** | Click here to enter text. | **Year of Study** | Click here to enter text. |
|  |
| **Contact address****(provide an address where your appeal outcome letter should be sent)** | Click here to enter text. |
|  |
| **Email address** | Click here to enter text. |
|  |
| **Telephone No.** | Click here to enter text. |

## Section 2 - Details of your submission

**Indicate below the grounds under which you are requesting this review (cross all the boxes that may apply). Please note that you are not permitted to appeal under any other grounds than those below*:***

|  |  |
| --- | --- |
| extenuating personal circumstances materially affecting academic performance of which the University was not aware when the decision was taken and which could not reasonably have been disclosed by the student (an explanation for earlier non-disclosure is **always** required); |  |
|  |
| improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the result awarded. |  |
|  |
| **Date of the result or decision which you wish to be reviewed** | Click here to enter a date. |

**Please give a concise summary of your concerns, referring directly to the grounds on which your appeal is based as given on p.1 above. Be specific about the modules or assessments affected and the dates of the circumstances on which your appeal is based.**

**Please describe what action you have taken to pursue your concerns to date and whom you have dealt with in the University in this regard**

Please detail below the desired outcome you are seeking from submitting your appeal**.**

**List below any documents that you are attaching in support of your appeal submission and, if necessary, explain their significance.**

|  |  |  |  |
| --- | --- | --- | --- |
| **If you have no supporting documentation to provide and wish that your request be reviewed solely on the information contained in this form, please cross the following box.** Note, unsubstantiated claims may be judged weaker than those supported by evidence. |  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  |  |
|  |  |  | **Date of form submission** | Click here to enter a date. |
|  |  |  |  |

## Section 3 - Where to send this form

Once fully complete, please send this form by email (with any relevant attachments and supporting documentation you wish considered) to the appropriate contact below, to arrive **no later than 5 working days** after the date of the decision that is subject to review.

### For Undergraduate and PG Taught students:

Your Stage 1 appeal should normally be submitted to your Head of School (please see your School’s webpage for the appropriate contact information). In certain instances the Dean of the relevant Faculty is to whom you should send your appeal. Please read the Policy (see Sections 1.6 and 1.7) or seek advice from the Student Education Advocate at the Students’ Association.

### For PG Research students:

Your Stage 1 appeal should be submitted to academicappeals@st-andrews.ac.uk.

23 October 2024 updated