

## Appeal Stage 1

This document talks you through the appeal stage 1 form, how to fill it out fully and what to expect after your submission.

It is advised if you are pursuing an appeal stage 1 that you follow the links provided and familiarise yourself with regulation A3 – 1 Academic Appeals

Links: [Academic Regulations | Academic Governance | RGU](#)

[Student and Applicant Forms | Academic Governance | RGU](#)

Important: When you are appealing, you cannot appeal based off disagreement of academic judgement alone – you must meet at least one (if not more) of the grounds discussed below for your appeal to be considered. You will also have 10 working days from the date that your final results (confirmed by the Assessment board) are released. This time frame does not include weekends.

### **Form part 1 - Introduction**

- This is just your name, contact details, student number and course information

### **Form part 2 – Grounds of Appeal**

- The first ground is extenuating circumstances and that covers medical/health issues, personal/family problems, transport and technology – anything outside your control that impacted you
- The second ground is if there was an issue on the side of the university. This ground covers administration errors, wrong information provided, mistakes from the university etc....
- The final ground covers if the assessment wasn't conducted in accordance with current academic regulations (this is not a common ground but make sure you are familiar with academic regulations in case you meet it)

### **Form part 3 – Dates and Fit to Sit**

- You are first asked the date of the assessment board and their decision – you can find this on your final transcript and you copy that into the box
- You are then asked if you submitted a deferral and/or an extension request. You just tick the relevant box and say why you did or didn't underneath. If you did submit an extension/deferral form, you can use this as part of your appeal evidence if you wish

## **Form part 4 – Statement and Evidence**

- This is where you will detail your case – you will need to be as specific as you can including dates, places, what you did and how you did it. If your appeal is about a specific assessment/exam, you will need to make sure your argument is relevant to the time of that assessment
- If you struggle to write a statement, try to set everything out in a bullet point timeline list or try and write small sections and bring them all together for the final draft
- You will also need to refer to evidence throughout your statement and include evidence documents as part of your appeal (your evidence documents will be attached to your email alongside your appeal form and could be formatted in a word document/pdf/etc....)
- Evidence can include medical paperwork, emails, university support letters, teams records, witness statements, etc.... The only evidence that you won't be able to include are photographs of physical injuries/conditions and funeral programmes
- Don't worry about making your statement too long or including lots of evidence – just make sure you have included all the relevant information you can alongside their supporting evidence

## **Form part 5 – Remaining boxes**

- Underneath the statement box you are asked what your desired outcome is – you just need to put what you feel you would like the outcome to be. Keep in mind it may be different if the board decide to uphold your appeal but they will take your request into consideration.
- You are next asked to provide a list of the evidence that you are including in your appeal – remember you aren't limited to the 4 bullet points in the form, you can have less or more (depending on your situation)
- The final part you need to remember is just to date the form at the bottom.

## **Submission**

- Follow the links provided and submit your final form to your school email address listed on the website
- You will receive an automatic response letting you know your appeal has been received and you can expect a response in roughly 10 - 20 working days. This could be sooner or longer depending on when the next appeal board sits
- If your appeal hasn't been upheld, there is a stage 2 that you can progress to if you feel you want to