# UNIVERSITY OF BRADFORD

**Academic Appeal Form – Formal stage**

**This form should be used when you are appealing via the formal stage of the appeals procedure and should be submitted to** **complaintsandappeals@bradford.ac.uk**

**Please ensure that you complete the checklist at the end of the form prior to submission.**

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| --- | --- | --- |
| **1** | **Name** |  |
| **2** | **UB Number:** |  |
| **3** | **Correspondence Address:** |  |
| **4** | **Email Address:** |  |
| **5** | **Telephone Number:** |  |
| **6** | **Programme of Study (e.g. BSc Biomedical Sciences)** |  |
| **7** | **Year of course to which this appeal relates (e.g. First, Second, Third)** |  |
| **8** | **Was this a repeat year?** | **Yes/No** |
| **9** | **The decision of the Board of Examiners against which you are appealing:** |  |
|  | **(e.g. that you are required to undertake supplementary assessments at the second attempt, that you have failed and are required to withdraw).** |
| **10** | **State the Grounds for your appeal as specified in the Appeals Regulations:** |  |
| **Please note that your appeal cannot be considered if you do not state the grounds under which you are appealing.** **For students studying Undergraduate and Taught Postgraduate courses please see** **section 3.1** **onwards of the University Regulations relating to Academic Appeals.** **For students studying Postgraduate Research degrees please see** **section 4.3** **onwards.** |
| **11** | **What would you wish the outcome of your appeal to be?** |  |
| **(e.g. that you are permitted to undertake supplementary assessments at the first attempt, that you be permitted to return to your programme of study).** |

**Checklist**

**Please ensure that you have completed the following checklist prior to submitting your appeal as failure to submit all the relevant information may lead to delays in the consideration of your appeal or it not being possible for your appeal to be considered.**

|  |  |  |
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|  | **Task** | **Yes/No** |
| **1** | **That you have completed Section 10 of the form and stated the grounds that you are appealing under.** |  |
| **2** | **That you have provided a detailed letter of appeal to accompany the form. That this letter includes a statement of the material facts (further substantive information cannot be provided at a later date).** |  |
| **3** | **That you have provided evidence to support the facts stated in your appeal (e.g. medical evidence).** |  |
| **4** | **If your appeal is late, that you have provided a detailed explanation of the reasons for late submission.** |  |

**Please note:**

1. We will be unable to process your appeal if you **do not specify** the grounds under which you wish to appeal? Contacting you to clarify the criteria will cause a delay to the investigation of your appeal
2. The University will use your Bradford email address if you are a registered student.
3. You may consult the Student Union Advice Centre for assistance with your appeal. They are contactable via ubu-advice@bradford.ac.uk or tel: 01274 23 3300
4. If you are a disabled student and require support or assistance in making this appeal or support during the progress of this appeal, please contact the Disabilities Service.

**SIGNATURE:**

**DATE:**

For a detailed overview of the appeals process please see the Regulations Governing Appeals by Students against an Aspect of their Academic Assessment ([Pdf](http://www.bradford.ac.uk/student-academic-services/media/legalandgovernance/allfiles/documents/appeals/QAH5-18-May-2014.pdf)).