# UNIVERSITY OF BRADFORD

**Academic Appeal Form – Review stage**

**This form should be used when you are requesting to invoke the review stage of your appeal: University Consideration of the appeals procedure. This form, and supporting documentation, should be submitted to the Complaints and Appeals Office via** [**complaintsandappeals@bradford.ac.uk**](file:///C:/Users/whudson/Downloads/complaintsandappeals@bradford.ac.uk)**.**

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

|  |  |  |
| --- | --- | --- |
| **1** | **Name** |  |
| **2** | **UB Number:** |  |
| **3** | **Correspondence Address:** |  |
| **4** | **Email Address:** |  |
| **5** | **Telephone Number:** |  |
| **6** | **Programme of Study (e.g. BSc Biomedical Sciences)** |  |
| **7** | **Please state why you disagree with the decision reached by the Faculty, as stated in the Faculty Appeal Outcome letter.** |  |
| **8** | **What would you wish the outcome of your appeal to be?** |  |

**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.**

|  |  |  |
| --- | --- | --- |
|  | **Task** | **Yes/No** |
| **1** | **That you have provided a detailed letter of appeal stating why you are requesting to invoke the University level appeals procedure. That this letter includes a statement of the material facts (further substantive information cannot be provided at a later date).** |  |
| **2** | **If your appeal is late, that you have provided a detailed explanation of the reasons for late submission.** |  |
| **3** | **You do not need to send a copy of your formal appeal which includes any evidence you have previously submitted at the Formal stage.**   * **At the review stage of the Appeals process you are only required to send**  1. **Review appeal form** 2. **New supporting letter** 3. **New evidence that was not previously considered at the Formal stage.** |  |

**Please note:**

1. The University will use your Bradford email address if you are a registered student.
2. You may consult the Student Union Advice Centre for assistance with your appeal. They are contactable via [ubu-advice@bradford.ac.uk](mailto:ubu-advice@bradford.ac.uk) or tel: 01274 23 3300
3. 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.
4. Please note a request to invoke the review stage of your appeal must be made within **10 working days** of the date of the Faculty Outcome Letter.

**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](https://www.bradford.ac.uk/academic-misconduct-appeals-and-student-complaints/academic-appeals/Academic-Appeals-Regulations.pdf)).