

## Stage 2 – Formal Academic Appeal Form ([UPR AS12 Apx 1](#))

### Guidance

1. Please ensure you have read and understood the University Policies and Regulations before submitting your Stage 2 – Formal Academic Appeal: [UPRs](#).
2. All information shared for an Academic Appeal will be kept private and will only be shared with others if needed to thoroughly investigate and decide the appeal. If you include confidential evidence about someone else, like medical documents, you must also include written permission from that person.
3. Requests for a review must be received within ten (10) working days of the *completion of Stage1 – Early Resolution*.
4. The University will not consider any Stage 2 – Formal Academic Appeal not submitted within the ten (10) working days of the completion of Stage 1 – Early Resolution unless you have evidence to support the late submission.
5. All information requested on this form is mandatory, an incomplete form will not be processed.
6. Completed forms with evidence must be sent to [appeals-support@herts.ac.uk](mailto:appeals-support@herts.ac.uk). Please note that any photographic evidence or disturbing descriptive content will not be considered. It will be removed and not used as supporting evidence in your case.
7. There are limited grounds to request a Stage 2 - Formal Academic Appeal, these are detailed in the [UPRs](#) and in this form below.
8. The completion timeframe for a Stage 2 – Formal Academic Appeal is twenty (20) working days from the receipt of the completed form below. Any missing information might cause delays to this timeframe.
9. The University will not consider any Academic Appeals which consist solely of challenging the academic judgement of Examiners in assessing merits of student's work.
10. The Dean of School (or nominee) cannot change the decision of the Board of Examiners but if the Academic Appeal is accepted then the matter will be referred back to the Board of Examiners for further consideration.
11. The Board of Examiners will not normally change a mark, but it may allow you the chance to resit an examination/resubmit coursework. The outcome of any re-submission may be capped or uncapped, depending upon the programme specifications.
12. If your request is not accepted, you will be advised of any next steps that could be taken to review your Stage 2 – Formal Academic Appeal.

Full details on the Stage 2 – Formal Academic Appeals process are available online: [UPRs](#) and [AskHerts](#).

Support and guidance can be sought from [Hertfordshire Students' Union](#) and Early Resolution Team.

## Stage 2 – Formal Academic Appeal Form

Student Name:	
Student Number:	
E-Mail Address:	
Course/Programme title:	
Module title(s):	
Module code(s):	
Submission date for your assessment:	
Have you submitted the assessment?	
Reference number of Stage 1 – Early Resolution Notification of Completion:	

### Grounds for your request for a review.

Please select which one (or more) of the seven (7) grounds below describe your request. Please review the [OIA guidance](#) for details on the appeal grounds.

i. The assessment procedures were not followed properly.	
ii. There has been an administrative error that would affect the outcome of the assessment decision.	
iii. The examinations or other assessments were not conducted in accordance with the approved programme regulations.	
iv. University and/or programme-specific regulations on progression and awards were not complied with.	
v. Relevant information, including information that has already been provided by the student, was overlooked.	
vi. There is new evidence that would affect the outcome of the decision that the student was unable, for good reason, to provide earlier in the process. If the new evidence is in support of 'Exemption from Fit to Sit', the Fit to Sit request must be made to the Student Cases Team via the Student Portal.	
vii. There is a reasonable perception of bias during the process.	

Please explain the reason for your request. Where you refer to supporting evidence, please number these documents. You may continue onto additional sheets if required.

Please detail what you are providing as supporting evidence, list, and number these documents. Please note that any photographic evidence or disturbing descriptive content will not be considered. It will be removed and not used as supporting evidence in your case.

If you are unable to provide evidence or are awaiting evidence, please provide full details of this below, including a time frame.

Please write in detail what would you like the outcome to be. You may continue onto additional sheets if required.

After completing the form above, read and ensure you understand the sentences below. Then tick the box, sign, date the form and send it to [appeals-support@herts.ac.uk](mailto:appeals-support@herts.ac.uk) with your supporting evidence and Stage 1 – Early Resolution Notification of Completion.

- **I can confirm that I have completed the Stage 1 – Early Resolution Process and provided the Notification of Completion for Stage 1 - Early Resolution.**
- **I have read the guidance and have had the opportunity to seek independent advice on my Appeal.**
- **I certify that the above statement and evidence is true.**
- **I understand that it is my responsibility to specify the grounds of the request and provide supporting evidence to as [appeals-support@herts.ac.uk](mailto:appeals-support@herts.ac.uk) soon as I have submitted this form.**
- **I consent to share any evidence previously submitted for an Exceptional Circumstances or Fit to Sit request, if applicable.**

Please tick this box to confirm that you have read and understood the above statements: ☐

Signature.....

Date.....