

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

Guidance

1. Please ensure you have read and understood the [University Policies and Regulations \(UPRs\)](#) before submitting your Stage 2 – Formal Academic Appeal. There are limited grounds and these are detailed in the [UPRs](#) and in this form below.
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.
Note: Please do not include any disturbing images or offensive material in your evidence, as it will not be considered and will be removed.
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. Completed forms with evidence must be sent to appeals-support@herts.ac.uk.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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 [Ask Herts](#).

You are strongly encouraged to seek free, confidential, and impartial advice from [Herts SU Advice](#) to help you navigate University procedures and regulations. To access one-to-one support by email, phone, or online/in-person appointment, please complete the [self-referral form](#) or email advice@hertssu.com.

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(s):			
Have you submitted the assessment(s)?			
Reference number of Stage 1 – Early Resolution Request:		Date Stage 1 – Early Resolution Request Completed:	

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.

1. The assessment procedures were not followed properly.	
2. There has been an administrative error that would affect the outcome of the assessment decision.	
3. The examinations or other assessments were not conducted in accordance with the approved programme regulations.	
4. University and/or programme-specific regulations on progression and awards were not complied with.	
5. Relevant information, including information that has already been provided by the student, was overlooked.	
6. 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.	
7. 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 do not include any disturbing images or offensive material in your evidence, as it will not be considered and will be removed. You may continue onto additional sheets if required. 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 you would like the outcome to be. You may continue onto additional sheets if required.

After completing the form above, read the statement below carefully. Once you are happy, please tick the box, include your signature/name, date the form and send it to appeals-support@herts.ac.uk.

We will not be able to process your Stage 2 Formal Academic Appeal until we have received all the required information.

Declaration

- **I can confirm that I have submitted the following documents:**
 - **Completed Stage 2 Formal Academic Appeal Form.**
 - **Stage 1 - Early Resolution Process Completion Email with the reference number.**
 - **All the related evidence in support of my Stage 2 Formal Academic Appeal.**
- **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 appeals-support@herts.ac.uk as 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:

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Signature:

(If you cannot sign electronically, please insert your name)

Date.....

Optional

If you would like a member of the [Herts Students' Union Advice](#) team to contact you, to provide step-by-step guidance about the appeal process, please select this box to confirm that you are happy for the University to share your details with them for this purpose.

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