# Appendix 1: Stage 1 Informal Academic Appeal Resolution Form

This form should be completed **by the Unit Leader (or Course Leader)** who has discussed a student’s concern regarding a decision of the Board of Examiners.

**Discussions should take place expeditiously – a student must submit an academic appeal within 15 days of their notification of their Board of Examiners’ decision (final results) letter.**

Students may be accompanied by a friend to the discussion.

**Please refer students to the** [**Student Support Team**](https://bso.sharepoint.com/sites/StudentSupport) **for procedural and welfare support.**

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| **SECTION 1: PERSONAL DETAILS** | | | | | | | | |
| **Student Name:** | | |  | | | | | |
| **UCO Email Address:** | | |  | | | | | |
| **Address:** | | |  | | | | | |
| **Phone Number:** | | |  | | | | | |
| **Course Title:** | | |  | | | | | |
| **Year of Study:** | | |  | | | | | |
|  | | | | | | | | |
| **SECTION 2: MEETING DETAILS** | | | | | | | | |
| **Date of Resolution Meeting:** | | |  | | | | | |
| **Please clearly state the Board of Examiners’ decision the student has discussed with you:**  Please include in this section details of the:   1. The Date of the Board of Examiners to which the student’s concern relates. 2. The progression, unit, assessment, examination, or award outcome decision to which the student’s concern relates. | | | | | | | | |
|  | | | | | | | | |
| **Summarise the student’s concerns:** | | | | | | | | |
|  | | | | | | | | |
| **Summarise the nature and outcome(s) of your discussion with the student, (e.g. reviewing their marked work, checking that results have been recorded correctly with the Registry Team, and that Special Circumstances were received and considered, etc.).** | | | | | | | | |
|  | | | | | | | | |
| **Is the student satisfied with the outcome of the discussion / action taken?** | | | Yes / No | | | | | |
| **If yes, please sign and date this form with the student.**   * ***Keep a record of this form for your records.*** * ***Provide a copy of this form to the student.*** * ***Provide a copy of this form to the Registrar.***   **If no, please complete Section 3 of this form.** | | | | | | | | |
| **Staff Name & Role:** | |  | | | **Date:** | |  | |
| **Student Name:** | |  | | | **Date:** | |  | |
| **Received by Registrar:** | |  | | | **Date:** | |  | |
|  | | | | | | | | |
| **SECTION 3: Potential Stage 2 Formal Academic Appeal Case**  ***Please identify whether there are potential grounds for progressing this matter to Stage 2 (Formal Academic Appeal Procedure) of the Academic Appeals Policy & Procedures by checking (X) against the appropriate statement:*** | | | | | | | | |
| **Please note why the student is not satisfied following the Stage 1 discussion?** | | | | | | | | |
|  | | | | | | | | |
| **Does the student have Grounds for making a Formal Academic Appeal?**  ***Check (X) against the appropriate statement.***  ***Note whether the student also has evidence to support their academic appeal.*** | | | | | | | | |
| **Grounds for Formal Academic Appeal**  (You may select more than one) | | | | **Check (X)** | | **Supporting Evidence?** | | |
| There was a procedural irregularity in the assessment process. | | | |  | |  | | |
| There has been bias or a perception of bias in the assessment process or Board of Examiners decision-making process. | | | |  | |  | | |
| There were mitigating circumstances where, for good reason, the Board of Examiners was not made aware of a significant factor relating to the assessment of a student when it made its original decision. | | | |  | |  | | |
| **To progress an academic appeal to the formal resolution stage the following must also be confirmed (please check (X)):** | | | | | | | | |
| The concern relates directly to an award, progression decision, assessment or examination that has been ratified by a Board of Examiners. | | | | | | | |  |
| The date of the student’s results letter informing them of the Board of Examiners’ decision relating to their concern was issued to them less than 15 working days ago. | | | | | | | |  |
| **If you have checked against one or more of both the grounds and conditions for making a formal academic appeal, please refer the student to Stage 2 of the** [**Academic Appeals Policy & Procedures**](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy) **and advise them that they may wish to seek procedural advice and support from the** [**Student Support Team**](https://bso.sharepoint.com/sites/StudentSupport)**.**  **The student will need to complete** [**Appendix 2**](#_Appendix_2:_Academic) **of this Policy to make a Formal Academic Appeal which should be submitted to the Registrar.**  **Please sign and date this form to conclude the Stage 1 informal academic appeal resolution procedure and:**   * ***Keep a record of this form for your records.*** * ***Provide a copy of this form to the student.*** * ***Provide a copy of this form to the Registrar.*** | | | | | | | | |
| **Staff Name & Role:** |  | | | **Date:** | |  | | |
| **Student Name:** |  | | | **Date:** | |  | | |
| **Received by Registrar:** |  | | | **Date:** | |  | | |