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Appeal Progression Form

This form is to be completed when requesting progression of an academic appeal to the University Stage of the appeal process. Please forward this form with any accompanying documents to [appeal-progression@bristol.ac.uk](mailto:appeal-progression@bristol.ac.uk)

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| Date | Click or tap here to enter text. |
| Forename | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Student Number (7 digit number on UCard) | Click or tap here to enter text. |
| Programme of Study | Click or tap here to enter text. |
| Year of Study | Click or tap here to enter text. |
| School | Click or tap here to enter text. |
| Faculty | Click or tap here to enter text. |
| Email Address (University) | Click or tap here to enter text. |
| Email Address (Alternative contact) | Click or tap here to enter text. |

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| Nature of Appeal (e.g. required to leave the University/exam penalty) Click or tap here to enter text. |
| Date of Local Stage Outcome Click or tap here to enter text. |
| Ground for appeal   1. I believe there has been a material irregularity in the decision-making **☐**   process sufficient to require that the decision can be re-examined.   1. I believe my performance in assessment was affected by illness or other **☐**   factors, which I was unable for good reason to divulge before the meeting  of the Board of Examiners. |

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| III. A penalty for cheating or plagiarism, imposed under the examination **☐**  regulations by the school or faculty is wrong or disproportionate. |
| Is new information being introduced? This will need to be supported by relevant evidence relating to the affected unit/period  YES **☐** NO **☐** |
| What new information is being introduced? Please summarise below. Please note new information may only be considered if a clear explanation is provided of why this was not available previously.  Click or tap here to enter text. |
| Please clearly list below the documentation you are submitting. Please ensure your accompanying files are named to match this list. Evidence **must** support the reason for your appeal and relate to the time period in question.  *Examples may include (but are not limited to) – a letter from a medical practitioner confirming a diagnosis, treatment or referral for further investigation or treatment; a police incident report form and crime reference number; a death certificate and copy of funeral order of service; correspondence with a counselling service.*  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Please insert your University Stage response below (i.e. the reasons you disagree with the Local Stage decision). If this is to follow, please advise when e-mailing the form. *Please ensure this response does not exceed 500 words. The Bristol SU Academic Advice Team can assist with the preparation of your response if required (*[*bristolsu-advice@bristol.ac.uk*](mailto:bristolsu-justask@bristol.ac.uk)*)*  Click or tap here to enter text. |
| What outcome are you seeking from your appeal at the University Stage? Please note that this should match what was requested on your original appeal form.  Please note that if you are appealing against the decision to undertake a supplementary year, we may not be able to progress your appeal in time for you to re-join your original cohort.  Click or tap here to enter text. |
| ***Is there a wellbeing or visa concern that we need to be aware of?***  Click or tap here to enter text. |