|  |  |  |
| --- | --- | --- |
| ***Copy of InternationalLogo***  **APPLICATION FORM FOR AN APPEAL UNDER STAGE 1 OF THE UNIVERSITY OF WALES APPEALS PROCEDURE**  This form is to be used by a student who wishes to appeal to the University of Wales against the decision of an Examining Board or Part Two of a Masters dissertation result.  **Please note if you wish to submit an appeal, you must firstly do so to your Collaborative Centre (using this appeal form), under Stage 1 of the University of Wales Appeals Procedure.** Once you have exhausted the appeals procedure at your Centre, and if you are not satisfied with the outcome of the appeal, you may submit an appeal to the University of Wales under Stage 2 of the Appeals Procedure.  Students should read the University of Wales Appeals Procedure carefully, taking particular notice of the grounds on which an appeal may be made. **Appeals may not be made on grounds that a student is dissatisfied or disappointed with an examination result.**  The grounds of appeal must be made clearly and concisely. Further details, if any, and any relevant documentary evidence, medical or otherwise, must be attached. | | |
|  | | |
| Mr/Mrs/Miss/Other |  | |
| Full Name |  | |
| Student USN: |  | |
| Address for Correspondence |  | E-Mail Address: |
|  |
| Telephone Number: |
|  |
| Institution Studied at: |  | |
| Programme Studied: |  | |
| Dates you were enrolled on the programme: |  | |
| Institution and/or University of Wales student number |  | |
|  | | |
| **I wish to appeal against the decision of the Examining Board or of my Part Two dissertations result on the grounds that (tick one or more relevant boxes):**    **GROUND 1:** The result published by the institution contains arithmetical or other errors of fact (please complete the section under ‘Ground 1’ below).  **GROUND 2:** There were exceptional personal circumstances which were not known to the Examining Board, and where I can show good reason why such circumstances could not have been made known to the Examining Board when I was assessed and which can be shown to have had an adverse effect on my performance (please complete the section under ‘Ground 2’ below).  **GROUND 3:** There were defects or irregularities in the conduct of the examinations or in written instructions or in advice relating to the examinations which were not known to the Examining Board and which can be shown to have had an adverse effect on my performance (please complete the section under ‘Ground 3’ below).  Please note that you are not permitted to appeal on any other grounds. | | |
| **GROUND 1**  Please state why you believe the result as published by the institution contains arithmetical or other errors of fact.  Please continue on a separate sheet(s), if necessary | | |
| **GROUND 2**  Did you report any exceptional personal circumstances to the Chair of the Examining Board or a member of staff in your department before the meeting of the Examining Board? (please tick the appropriate box)  Yes Please complete section 2.1  No Please complete sections 2.2, 2.3 and 2.4  2.1 Please specify to whom the circumstances were reported and provide full details of any exceptional personal circumstances you had reported previously. If there are any additional circumstances that have not been previously reported please complete sections 2.2, 2.3 and 2.4.  2.2 Please provide details of any exceptional personal circumstances you have not reported previously to the Chair of the Examining Board.  Appeals on medical grounds will not be considered without written evidence from a medical practitioner (or other health professional) which should be attached to this Form.  2.3 Please state why you did not report the circumstances detailed in 2.2 above to the Chair of the Examining Board before the meeting of the Board  2.4 Please state why you believe the circumstances detailed in 2.2 above had an adverse effect on your performance.  Continue on a separate sheet, if necessary  **GROUND 3**  3.1 Please state the defects or irregularities in the conduct of the examinations or in written instructions or in advice relating to the examinations you believe to have occurred.  3.2 Please state why you believe the defects or irregularities detailed in 3.1 above had an adverse effect on your performance.  Continue on a separate sheet, if necessary  No further submission will be considered.  I declare that I have read the University of Wales Appeals Procedure and that the information given on this form and documentary evidence attached, if any, is a true statement of the facts to the best of my knowledge and belief.  ......................................................................... ........................................  Signed (Appellant) Date | | |

University of Wales Registry

King Edward VII Avenue

Cathays Park

CARDIFF

CF10 3NS

**The text of this publication can be made available in alternative formats:**

**please contact the University for details.**