



Stage 1 Formal Academic Appeal form

This form should be completed in accordance with the University's General Examination and Assessment Regulations for Taught Courses (GEAR), or the BSMS Programme, Examination and Assessment Regulations (PEAR) or Postgraduate Taught Examination and Assessment Regulations (PGTEAR) for the Brighton and Sussex Medical School.

Please read the accompanying guidance prior to completing this form.

Completed forms should be returned to academicappeals@brighton.ac.uk. Forms must be typed; we cannot accept handwritten or incomplete forms.

1. Personal Details			
Student's Name		Student Number	
Course		Year / Stage of Study	Choose an item.
Level of study (undergraduate / postgraduate)	Choose an item.	Mode of study (full time / part time)	Choose an item.
Course Leader		Course Administrator (if known)	
School / Partner	Choose an item.	Do you have a Learning Support Plan (LSP)?	Choose an item.

2. Date of results notification (you have 21 calendar days from the receipt of your results, or the conclusion of a Results Review, to submit this form)		
Date Examination Board results released:		Please forward the Examination Board results email with this form – the Academic Appeals Office need to see the information in the email header, and any attachments. Your Stage 1 Academic Appeal cannot be considered without this information
Notification of results attached (letter/email)	Forwarded to academicappeals@brighton.ac.uk	

3. Results you wish to appeal	
Please include details of all modules or assessments which you wish to appeal.	
Module Code	Module Title



4. Basis for Stage 1 Academic Appeal

Please state the significant administrative error or omission in the assessment process which you believe has occurred, and the detrimental effect on your outcome

4.1 What was the significant administrative error or omission in the assessment process?

4.2 How did this have a detrimental effect on your outcome? (Tell us how this has affected your progression or award)

5. Do you wish the Students' Union to be kept informed of the outcome of your appeal?

Choose an item.

6. Permission

By submitting this form you are agreeing to your request being processed in line with the University's [data protection](#) and [Academic Appeals privacy notice](#). By submitting the form, you are also confirming that the details of your request are, to the best of your knowledge, accurate; and that you have read and understood the accompanying guidance. The presentation of a fraudulent request for an academic appeal is an attempt to gain unfair advance, and hence is considered cheating. The University takes the submission of false requests very seriously, and action will be taken against any student who can be demonstrated to have knowingly done so.

Please note that the Academic Appeals Office will review your Academic Appeal and where it is a claim for Additional Consideration or a complaint, it will be redirected to the appropriate committee, panel or department, and you will be informed by email.