

## APPLICATION FOR AN APPEAL AGAINST A DECISION OF AN EXAMINATION BOARD

The University will **NOT** consider appeals based on information or circumstances which you have not informed your department about because:

- you claim you did not know you should report special circumstances;
- you did not think they would affect your performance, and that you would pass;
- you were too embarrassed to mention them at the time.

You should note that the Academic Regulation on Academic Progress states that:

*The University is only prepared to consider appeals which are based on exceptional personal circumstances not known at the time of the examination by the Department or Faculty Examining Board concerned and which can be shown to have adversely affected a candidate's performance.*

*Appeals will only be considered by the University if a student can provide good reasons why the grounds for appeal were not made known to the relevant Departmental or Faculty Examining Board before it made its decision.*

The full procedure can be found at: <http://www.aber.ac.uk/en/regulations/contents/progress>.

The procedure is applicable to any undergraduate student who wishes to appeal against the decision of a Faculty Examination Board (i.e. those students who have not completed their periods of study for Initial Degrees, Foundation Degrees) and taught postgraduate schemes.

Applications for appeal must be submitted in one of the following ways:

1. by post to the Academic Secretary, Academic Office, Old College, King Street, Aberystwyth, SY23 2AX. If you are required to provide additional evidence this is the only way the application will be accepted;
2. applications that do not involve additional evidence can be sent electronically to:  
[pgsstaff@aber.ac.uk](mailto:pgsstaff@aber.ac.uk).

All applications must arrive at the University **no later than fourteen days from the date of the publication of the results**. Forms must either be typed or completed in black ink.

<b>Full Name</b>
<b>Student Reference Number</b>
<b>Address for all Correspondence</b>
<b>Telephone Number</b>
<b>Email Address</b>
<b>Scheme of Study</b>

Did you report any exceptional personal circumstances to the relevant staff in your department prior to the meeting of the Examining Board? (Please tick the appropriate box(s) below.)

YES  Please complete section 1 below.

NO  Please complete sections 2, 3 and 4 below.

1. Please provide full details of any exceptional personal circumstances you had previously reported.

Please specify how and to whom the circumstances were reported.

2. Please state why you did not report your circumstances to your department on a 'Special Circumstances Form'.

3. Please provide details of any exceptional personal circumstances you did not previously report to the relevant staff in your department (independent supporting evidence, e.g. written evidence from a medical practitioner or other health professional, **must** be attached to this form).

4. Please state why you did not report the circumstances detailed in 3 above to the relevant staff in the department before the meeting of the Board.

5. Please state why you believe the circumstances detailed in 2 above could have had an adverse affect on your performance.

*Please continue on a separate sheet, if necessary.*

**I declare that I have read the relevant section of the Academic Regulation on Academic Progress 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:** ..... **Date:** .....