

SUBMITTING A STAGE ONE ACADEMIC APPEAL

STEP 1

Submit a completed **Appeals form** to appeals@bathspa.ac.uk, along with any accompanying evidence for your Appeal claim, **within 15 working days** of the date that you received the official results email which first contained the results that you wish to appeal. The **Bath Spa University Students' Union Advice Centre** can help to support you with the Appeal claim process.

STEP 2

Your Appeals form will be acknowledged by email, normally **within 10 working days** of the submission of the form.

STEP 3

Your Appeals form will be reviewed and the University will let you know by email, normally **within 15 working days** of the submission of the form if your appeal meets the criteria to be considered.

STEP 4

If your Appeal claim meets the criteria for Academic Appeals as outlined in the **Academic Appeals Policy**, your case will be considered by the Deputy Academic Registrar or nominee.

STEP 5A

Where there is clear evidence that your Appeal should be upheld or where it is clear that your Appeal claim cannot be upheld, your Appeal claim will normally be resolved **within 15 working days** from the date of the email from the University which notified you that your Appeal met the criteria (Step 3) and an Academic Appeal Outcome letter will be sent to you by email, confirming

STEP 5B

In more complex cases, your case will be considered by the University Appeals Panel. A Panel meeting will normally be held **within 25 working days** from the date of the email from the University which notified you that your Appeal met the criteria (Step 3).

STEP 6

Following the meeting of the Appeals Panel, you will receive the decision of the Panel normally **within 5 working days** of the meeting. You will receive an Academic Appeal Outcome letter by email, confirming the outcome of your Appeal.

NOTE: Please note that, if any changes to your academic results are required following your Academic Appeal outcome, this will take up to 5 working days.