To be completed by a student who wishes to request a formal review by the University Senate of an academic decision, having first exhausted the compulsory Stage 1 of appeal to the Head of the relevant School or Dean of the relevant Faculty. Before completing this form, you must consult the University's [Policy on Student Academic Appeals](http://www.st-andrews.ac.uk/students/rules/appeals/policy/).

The purpose of this form is to gather the relevant information to permit the University to fully investigate and respond to your concerns. It must be completed in full and sent by email to the Senate Office (senate@st-andrews.ac.uk) within **10 working days** of the date of the decision that is the subject of the Stage 2 academic appeal. Late submissions may not be considered further by the University.

Please note that complaints fall outwith the scope of the Academic Appeals Policy and are dealt with under the [Complaints Handling procedure](http://www.st-andrews.ac.uk/administration/complaints)

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| **Section 1** |
|  |
| **Full name** | John Doe |  **Student ID No.** | 123456789 |
|  |  |
| **Programme of study** | MLitt Medieval Studies  |
| **Contact details to be used for all correspondence:** |
| **Postal address** | St Mary’s PlaceSt Andrews KY16 9UZ |
|  |  |
| **Email address** | student@st-andrews.ac.uk |
|  |  |
| **Telephone No.** | +44 123 456 78  |
|  |
| **Section 2** |
| **To whom did you address your Stage 1 appeal?** *Note, prior to making a Stage 2, Senate-level submission, students* ***must*** *have completed the compulsory earlier stage of appeal at School or, if appropriate, Faculty level.* |
| **To the Head of the relevant School/s** | X |  | **To the Dean of the relevant Faculty** |  |
|  |
| **Date of the decision against which you are making this appeal** *(for instance, date of outcome letter from Head of School, Dean of Faculty or Board of Adjudication)* | **17 August 2023** |
|  |
| **Have you taken impartial advice (*recommended*) from the Student Advocate (Education) at the Students’ Association** helphub@st-andrews.ac.uk **in the preparation of your appeal submission?** | **Yes** | X |
|  |  |
| **No** |  |
|  |
| **Section 3** |
| **Which of the permissible grounds below relate to your present academic appeal submission?** (*cross all the boxes that may apply):* |
| extenuating personal circumstances materially affecting academic performance **of which the University was not aware when the Stage 1 decision was taken, and which could not reasonably have been disclosed at Stage 1** by the student (an explanation for earlier non-disclosure is **always** required); | X |
|  |  |
| improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the result awarded; | X |
|  |  |
| **in the case of an appeal against an academic misconduct judgement only**, defective or irregular procedure that has materially affected the academic decision of the relevant Board of Adjudication. |  |
| **Section 4** |
| **Outline concisely the issue you wish the University Senate to review, making direct reference to the grounds on which your appeal is based as above. Be specific about the dates and modules affected.** |
| I am appealing the grade of my MLitt dissertation both due to extenuating personal circumstances and on the grounds of improper application of academic regulations.**My extenuating personal circumstances**While I was in the middle of my undergraduate degree (at another University), I experienced a significant and sudden bereavement. As I’m sure you can imagine, this was extremely traumatic at the time. I decided to push on and finish my undergrad on time and then took on this MLitt. I have since realised that this was unwise, and led me to experience a delayed reaction to this complicated grief. This has since manifested itself in depression and anxiety. As you will see from the enclosed Stage 1 appeal form [1] I only noted ‘mental health difficulties brought on by a significant personal event.’ I attach a letter from my father to support the claim about my bereavement [2] as well as a letter from Student Services detailing my grief [3] and evidence of my prescriptions for depression and anxiety [4] as evidence of these difficulties.There was a tipping point during winter break where I realised the extent of my mental health difficulties as I went home which led me to face the full spectrum of my grief. This led to a downward spiral in which I spent most of the time in a state of severe low mood and fatigue. I have had a few more of these episodes since then (though shorter in duration). I attribute this to a combination of my personal circumstances and the stress associated with postgraduate work. I have recently started taking medication to take the edge off my mental health symptoms, as well as seeking support from Student Services to talk through the effects of my grief. I did not disclose the extent of these issues at the time of my Stage 1 appeal because my mental health at that point remained significantly impaired, and I was still struggling to seek help. I was also waiting for my father to supply the letter (enclosed) confirming the bereavement, and could not provide it at the time of my Stage 1 appeal, so I was vague and said that a “significant personal event” had occurred. I have only recently been prescribed medication to deal with my mental health issues after a formal diagnosis of depression and anxiety (which I only received after submitting my Stage 1 appeal). Therefore, I could not inform the University of the specifics of my issues earlier, as I lacked the corroborating evidence required, and my mental health was so poor and changeable that taking steps to inform the University were too overwhelming while dealing with my health too. I was also experiencing stigma and shame around my situation, and felt like I would be judged harshly for admitting my situation; I now understand that I was wrong to be worried, as I have since been supported with open arms.**Improper application of academic regulations**It is expected that dissertation students are to meet with their supervisor on a regular basis (at least monthly, and more frequently as we get closer to the deadline). My supervisor has not met with me or responded to my emails since January of this year, despite my frequent emails to request meetings (attached as evidence [5]). I have reached out to other academic staff, including my advisor of studies and my Head of School about this (again attached as evidence [6] and [7] respectively). I was offered no real support at all. I understand my supervisor has been unable to work since then – please be clear I do not blame them at all, but I do take issue with the fact I have been left to write my dissertation without support at a critical time. As a result, the piece was not my best work – it would have been much improved under the guidance of an academic member of staff. I also attach my academic transcript to date [8] to show my usual standard of work. As you will see, the grade for my dissertation is a distinct outlier. |
|  |
| **What action have you taken to try and resolve this matter already?** |
| I submitted a Stage 1 Appeal on [date]. I have also reached out to relevant academic staff to resolve the issue around supervision (attached as evidence).  |
|  |  |
| **Has an outcome been offered?** | **Yes** |  | **No** | X |
| **If so, what outcome was offered?** |
|  |
| **Please explain why this is not acceptable. If you are not satisfied with any outcome offered, detail below what resolution you are seeking from submitting this appeal.** |
| This is not acceptable because I was left to complete my dissertation without adequate support. My peers received support from their supervisors and I received none whatsoever.  |
|  |
| **Section 5** |
| **List below the documentation you are submitting, or plan to submit, to support your case.** You have a period of **10 working days** from the date of submission of this form to supply all supporting evidence. **You must include therein your Stage 1 appeal to Head of School / Dean of the relevant Faculty and the outcome letter you received in response.** If any documentary evidence is in a language other than English it must be accompanied by an independent certified translation, which may be checked for authenticity. |
| [1] Stage 1 Appeal form [2] Letter from father to explain my friend’s death and impact. [3] Letter from Student Services detailing my issues with grief.[4] Prescriptions for depression and anxiety with supporting letter from GP[5] Series of emails to my supervisor asking for support.[6] Email chain with advisor about lack of supervision[7] Email chain with Head of School about lack of support [8] Academic transcript to demonstrate the discrepancy between my usual grades and that of my dissertation |
| **If you have no supporting documentation to provide and wish that your case be assessed solely on the information contained in this form, please cross the following box.** *Note, unsubstantiated claims may be judged weaker than those supported by evidence.* |  |  |  |
|  |  |  |
|  |  |  |
| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  | **Date of form submission** | **29 August 2023** |
|  | X |  |
|  |  |  |

Once fully complete, please send this form to senate@st-andrews.ac.uk, to arrive **no later than 10 working days** after the date of the decision that is subject to review.

2019/08/updated