The completion and submission of this form initiates the **formal** University Academic Appeals procedure. By submitting this form you are requesting the formal review of an academic decision the University has made about your assessment (examination or coursework), discretionary progression within or completion of a programme of study, or termination of studies on academic grounds. Before submitting a formal written appeal, you should seek to resolve the matter informally by discussing your concerns with your tutor, supervisor, module co-ordinator or other appropriate person in the relevant School or Faculty, in order to understand the reason for the result or decision which is causing you concern. If the matter remains unresolved, you may then invoke the formal appeals procedure via this form. Students seeking impartial and independent advice on properly formulating an appeal should contact the Student Advocate (Education) at [helphub@st-andrews.ac.uk](mailto:helphub@st-andrews.ac.uk).

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/) which fully explains the procedures and deadlines that will be applied in the consideration of your appeal. Please note that a request for a review of an academic decision will **only** be considered where specific grounds apply. These grounds are clearly set out in the Academic Appeals Policy. The University will not pursue an appeal that does nothing more than question the academic judgment exercised.

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 - Your personal details** | | | | | | | | | | |
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| **Full name** | | Jane Doe | | | **Student ID** | | | 123456789 | | |
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| **Level of Study** | **Undergraduate** | | X | **PG Taught** | |  | **PG Research** | |  |  |
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| **Programme** | | BSc Psychology (Hons) | | | | | | | | |
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| **School** | | School of Psychology and Neuroscience | | | **Year of Study** | | | 2nd year | | |
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| **Contact address**  **(provide an address where your appeal outcome letter should be sent)** | | St Mary’s Place  St Andrews KY16 9UZ | | | | | | | | |
|  | | | | | | | | | | |
| **Email address** | | Student1@st-andrews.ac.uk | | | | | | | | |
|  | | | | | | | | | | |
| **Telephone No.** | | +44 123 456 78 91 | | | | | | | | |
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| **Section 2 - Details of your submission** | | | | | | | | | | |
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| **Indicate below the grounds under which you are requesting this review (cross all the boxes that may apply). *Please note that you are not permitted to appeal under any other grounds* *than those below:*** | | | | | | | | | | |
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| extenuating personal circumstances materially affecting academic performance of which the University was not aware when the academic decision was taken and which could not reasonably have been disclosed by the student (*an explanation for earlier non-disclosure is* ***always*** *required*); | | X |
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| improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the result awarded. | |  |
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| **Date of the result or decision which you wish to be reviewed** | 03 March 2023 | |
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| **Please give a concise summary of your concerns, referring directly to the grounds on which your appeal is based as given on p.1 above. *Be specific about the modules or assessments affected and the dates of the circumstances on which your appeal is based.*** | | |
| During the time of my essay, I was suffering with a number of different circumstances. Firstly, I was finding the transition from 1st to 2nd year very challenging. As a result of this, I would procrastinate completing work until the last minute because I was scared to start assignments, thinking I’d already failed and wasn’t good enough to be at St Andrews. It got to the point where I was anxious in every seminar, unable to sleep when I had deadlines coming up, and I was struggling to look after myself in the most basic ways. After a few weeks of this beginning most clearly in February, I managed to get an appointment with Dr Smith, a GP at my local practice. We discussed my symptoms, and she felt that I was having a relapse of some issues I had during my teenage years, namely anxiety and depression. As such, she prescribed me some medication to take the edge off my symptoms, which we would review in due course. Evidence of this is enclosed (1 and 2). I also spoke to Student Services about this since then, I have had a session with a counsellor looking at my issues around self-worth in particular (3). I also informed my advisor of studies that I was worried about my grades (4).  In addition, in February I was having difficulties with getting my landlord to make repairs to my property. My bedroom was covered with mould and damp as a result of poor energy efficiency and insulation. I had tried a number of ways to limit the problem myself (cleaning the affected areas with store-bought mould remover, using dehumidifier boxes), and also pursued this with my landlord. He refused to sort this, and I asked the HelpHub what my rights are and how to get this solved. It took the whole of February to even get my landlord to agree to help. This meant that I could not stay in my bedroom as it was affecting my respiratory system (I have had asthma since I was a child). I set up camp in the living room, which was not ideal, particularly with my mental health issues at the time. I attach evidence of correspondence with the HelpHub (5) and my landlord (6), and photographs of mould and damp in my bedroom (7).  I attach a letter from my father, supporting all of the claims made above (8).  The essay I submitted was very poor and as a result achieved a lower grade, but at the time no one knew of the extent of my issues as I was in the process of trying to tackle my mental health alongside the issues with my living standards. Had I been in a better place mentally and physically, I would have taken steps earlier, and made the University aware of my situation. However, at the time, this was an additional burden on my time that I could not deal with. | | |
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| **Please describe what action you have taken to pursue your concerns to date and whom you have dealt with in the University in this regard.** | | | | | | | | |
| I have spoken with Student Services about my health.  I have spoken to my adviser of studies about my concerns around my grades in general.  I have taken advice from the HelpHub around accommodation issues, and in writing this appeal | | | | | | | | |
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| **Please detail below the desired outcome you are seeking from submitting your appeal.** | | | | | | | | |
| I would like my grade to be re-evaluated in light of the evidence presented here, or I would like to be given the opportunity to re-write an assignment for the same weighting in my module so I can improve my chances of getting a better grade. | | | | | | | | |
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| **List below any documents that you are attaching in support of your appeal submission and, if necessary, explain their significance.** | | | | | | | | |
| 1. Letter from Doctor Smith detailing my recent appointments about my health [dated 22/2/2023] 2. Proof of prescriptions taken to support my health [February 2023] 3. Meeting invitations between myself and Student Services [March 2023] 4. Email correspondence with my adviser of studies [February-March 2023] 5. Email correspondence with HelpHub about my accommodation issues [February 2023] 6. Correspondence with my landlord [February 2023] 7. Photographs of mould and damp in my bedroom [February 2023] 8. Letter from my father to support my claims [March 2023] | | | | | | | | |
| **If you have no supporting documentation to provide and wish that your request be reviewed 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.* | | | | | |  |  |  |
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| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  |  | | | | |
|  | X |  | **Date of form submission** | **15 March 2023** | | | |
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| **Section 3 - Where to send this form** | | | | | | | | |
| Once fully complete, please send this form by email (with any relevant attachments and supporting documentation you wish considered) to the appropriate contact below, to arrive **no later than 5 working days** after the date of the decision that is subject to review.  **For Undergraduate and PG Taught students:**   * Your Stage 1 appeal should normally be submitted to your Head of School (please see your School’s webpage for the appropriate contact information). In certain instances the Dean of the relevant Faculty is to whom you should send your appeal. Please read the Policy (see Sections 1.6 and 1.7) or seek advice from the Student Education Advocate at the Students’ Association.   **For PG Research students:**   * Your Stage 1 appeal should be submitted to education@st-andrews.ac.uk. | | | | | | | | |

2022/01 Updated email address