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| **REQUEST FOR ACADEMIC APPEAL / *CAIS AM APÊL ACADEMAIDD*****The University endeavours to treat all information submitted as part of an academic appeal in a confidential manner. Please be advised that information contained in this appeal may be reviewed by members of University staff (to include, but not limited to, staff within Academic Services, your College/School, Wellbeing Services, the Disability Office and members of the Academic Appeal Board) /** ***Ymdrecha’r Brifysgol i ymdrin â’r holl wybodaeth a gyflwynir fel rhan o apêl academaidd yn gyfrinachol. Fe’ch cynghorir y gall yr wybodaeth sydd wedi’i chynnwys yn yr apêl hon gael ei hadolygu gan aelodau o staff y Brifysgol (i gynnwys staff yn y Gwasanaethau Academaidd, eich Coleg/Ysgol, Gwasanaethau Lles, y Swyddfa Anableddau ac aelodau’r Bwrdd Apeliadau Academaidd, ond heb fod yn gyfyngedig i’r rhain)*****Students are advised to refer to the University’s Policy on Extenuating Circumstances Affecting Assessment prior to submitting any appeal based on the grounds of extenuating circumstances/** <https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/>***Cynghorir myfyrwyr i ddarllen Polisi'r Brifysgol ar Amgylchiadau Esgusodol sy'n Effeithio ar Asesu cyn cyflwyno unrhyw apêl yn seiliedig ar amgylchiadau esgusodol.*** https://myuni.swansea.ac.uk/cy/bywyd-academaidd/rheoliadau-academaidd/polis%C3%AFau/polisi-ar-amgylchiadau-esgusodol/ |
| **SECTION A / *ADRAN A* (Personal Details / *Manylion Personol***) |
| Name in full / *Enw’n llawn*: | Student Number/*Rhif Myfyriwr*: |
| Address / *Cyfeiriad*: |
|  |
|  |
| Contact Telephone Number / *Rhif Ffôn Cyswllt*: |
| Contact Email Address / Cyfeiriad E-bost Cyswllt: |
| College / *Coleg*: | Exam Board Decision Appealing Against /*Penderfyniad y Bwrdd Arholi yr Apelir yn ei Erbyn*: |
| Level or Year of Study / Lefel neu Flwyddyn Astudio: |  |  |
| Modules Affected (please list ) Modiwlau yr effeithir arnynt (rhestrwch) |  |
| Exams/Assessments affected Arholiadau/Asesiadau yr effeithiwyd arnynt |  |
| Date of exam(s) and/or of submission Dyddiad yr arholiad/arholiadau a/neu gyflwyno |  |
| Were the abovementioned assessments/examinations attempted? (i.e. did you attend) A roddwyd cynnig ar yr asesiadau/arholiadau uchod (h.y. a wnaethoch fynychu) |  |
| **SECTION B / *ADRAN B* (Grounds for Appeal / *Rhesymau dros Apelio*)** ***Please tick appropriate box / Ticiwch y blwch priodol*** |
| I believe the Examination Board failed to take into account all work submissible and properly submitted for assessment. / *Credaf i’r Bwrdd Arholi fethu ystyried yr holl waith cyflwynadwy ac a gyflwynwyd yn gywir i’w asesu.*  | ⁭ |
| I believe there was a computational or administrative error in arriving at the end of Level/Part decision. /*Credaf fod gwall cyfrifiadol neu weinyddol wrth ddod i’r penderfyniad diwedd Lefel/Rhan.*  | ⁭ |
| I believe there were defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which are of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same decision had they not occurred. [Please be advised that issues related to feedback, supervision and teaching are likely to be reclassified as issues of complaint pursuant to Section 1 of the Academic Appeals Procedure] / *Credaf fod diffygion neu afreoleidd-dra wrth gynnal yr arholiad neu mewn cyfarwyddiadau ysgrifenedig neu mewn cyngor yn eu cylch a’u bod o’r fath natur fel eu bod yn achosi amheuaeth resymol a fyddai’r arholwyr wedi dod i’r un penderfyniad pe na baent wedi digwydd.*  *[Sylwer, y bydd hi’n debygol y caiff materion sy’n ymwneud ag adborth, goruchwylio ac addysgu eu hystyried yn faterion cwyno, yn unol ag Adran 1 y Weithdrefn Apeliadau Academaidd]*  | ⁭ |
| I believe the Examiners were aware of but did not fully consider defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which had an adverse effect on my performance. [Please be advised that issues related to feedback, supervision and teaching are likely to be reclassified as issues of complaint pursuant to Section 1 of the Academic Appeals Procedure] / *Credaf fod yr Arholwyr yn ymwybodol o ddiffygion neu afreoleidd-dra wrth gynnal yr arholiad neu mewn cyfarwyddiadau ysgrifenedig neu mewn cyngor yn eu cylch a gafodd effaith niweidiol ar fy mherfformiad ond eu bod heb eu hystyried yn llawn. [Sylwer ei bod hi’n debygol y caiff materion sy’n ymwneud ag adborth, goruchwylio ac addysgu eu hystyried yn faterion cwyno, yn unol ag Adran 1 y Weithdrefn Apeliadau Academaidd]*  | ⁭ |
| I believe there were extenuating circumstances (as defined within Section 3 of the University’s Policy on Extenuating Circumstances Affecting Assessment) which the Examiners were not aware of and which had an adverse effect on my academic performance. I have provided an explanation, supported by evidence to show I had been unable to determine whether or not I had been fit to undertake the assessment and/or had a good reason for not notifying my College of my circumstances at the relevant time. In addition, I have provided evidence that my extenuating circumstances had an adverse effect on my academic performance. Credaf fod amgylchiadau esgusodol (fel a ddiffinnir yn Adran 3 Polisi’r Brifysgol ar Amgylchiadau Esgusodol yn Effeithio ar Asesu) nad oedd arholwyr yn ymwybodol ohonynt ac a gafodd effaith andwyol ar fy mherfformiad academaidd. Rwyf wedi darparu esboniad, a gefnogir gan dystiolaeth i ddangos nad oeddwn yn gallu pennu a oeddwn yn iach i ymgymryd â’r asesiad a/neu fod gennyf reswm da dros beidio â rhoi gwybod i’m Coleg o’m hamgylchiadau ar yr amser priodol. Yn ogystal, rwyf wedi darparu tystiolaeth bod fy amgylchiadau esgusodol wedi cael effaith andwyol ar fy mherfformiad academaidd. | ⁭ |
| I believe that there was prejudice or bias or inadequate assessment on the part of one or more of the Examiners. / *Credaf fod rhagfarn neu duedd neu asesu annigonol ar ran un neu fwy o’r Arholwyr.*  | ⁭ |
| **SECTION C / *ADRAN C* (Additional Information / *Gwybodaeth Ychwanegol*)** |
| Describe below why you believe you have grounds for Appeal and tick the accompanying box to indicate that you have done so. /*Disgrifiwch isod pam y credwch fod gennych resymau dros Apelio a thiciwch y blwch perthnasol i nodi eich bod wedi gwneud hynny.* * Describe the situation on which your appeal is based /

*Disgrifiwch y sefyllfa y seilir eich apêl arni* * Provide dates as to when the situation(s) occurred, which elements of your studies were affected (module, assignments, exams etc) and details of the impact of the situation on particular elements of your studies /

*Rhowch ddyddiadau’r sefyllfa(oedd) hon/hyn, pa elfennau o’ch astudiaethau yr effeithiwyd arnynt (modiwl, aseiniadau, arholiadau etc.) a manylion effaith y sefyllfa ar elfennau penodol o’ch astudiaethau** If you are relying upon the extenuating circumstances ground for appeal you are advised to read the “Guidance for submitting appeals on the grounds of extenuating circumstances” located within the Frequently Asked Questions pages at the end of this form for information to assist you with completing this section.

*Os ydych yn dibynnu ar amgylchiadau esgusodol fel sail i apêl, fe’ch cynghorir i ddarllen y ‘Canllawiau ar gyfer cyflwyno apêl ar sail amgylchiadau esgusodol’, sydd ar gael ar y tudalennau Cwestiynau Cyffredin ar ddiwedd y ffurflen hon, er gwybodaeth i’ch cynorthwyo wrth gwblhau’r adran hon.*  |
|  |
|  |
| **SECTION D/*ADRAN D* (Desired Outcome – which must be in accordance with what is permissible under the relevant regulations. Please note that your marks/degree classification cannot be raised due to extenuating circumstances / (Deilliant a Ddymunir - rhaid iddo fod yn unol â’r hyn a ganiateir dan y rheoliadau perthnasol. Sylwer na ellir codi eich marciau/dosbarth gradd o ganlyniad i amgylchiadau esgusodol.** ***Please tick as appropriate/ Ticiwch fel y bo’n briodol*** |  |
| Be permitted to repeat the year of study. *Caniatâd i ailadrodd y flwyddyn astudio.*  | ⁭ |
|  Be permitted to Repeat Failed Modules next academic session. ( Please note that you cannot pursue more than one level of study at a time e.g. progressing to year three at the same time as undertaking failed year two module/s). *Caniatâd i ailadrodd Modiwlau a Fethwyd yn y sesiwn academaidd nesaf (Sylwer na allwch ddilyn mwy nag un lefel astudio ar yr un pryd e.e. symud ymlaen i flwyddyn tri ar yr un pryd ag ymgymryd â modiwlau’r ail flwyddyn a fethwyd).*  | ⁭ |
| Remove capping of supplementary assessments/examination marks.Dileu’r cap ar gyfer asesiadau atodol/marciau arholiadau. | ⁭ |
| Be permitted to sit Supplementary examinations/assessments (please detail).Hawl i sefyll arholiadau atodol/asesiadau (nodwch fanylion). | ⁭ |
| Be permitted to sit examinations as an External Candidate (Only relevant to students whose decision is “Fail”) */ Cael caniatâd i sefyll arholiadau fel Ymgeisydd Allanol (Perthnasol yn unig i fyfyrwyr a gafodd benderfyniad “Methu”).* | ⁭ |
| Be permitted to have my dissertation re-*examined / Cael caniatâd i gael fy nhraethawd hir wedi ei ailarholi.* | ⁭ |
| Be permitted to modify and resubmit my dissertation */ Cael caniatâd i addasu ac ailgyflwyno fy nhraethawd hir.* | ⁭ |
| Other (please explain)/ *Arall (esboniwch os gwelwch yn dda) NB. Please note that the Appeal Board cannot raise marks/change degree classifications for appeals based on extenuating circumstances.DS Ni all y Bwrdd Apêl godi marciau/newid dosbarthiadau graddau ar gyfer apeliadau sy’n seiliedig ar amgylchiadau esgusodol.* | ⁭ |
| **SECTION E / *ADRAN E*** |  |
| **Please attach evidence of your grounds for appeal and list the evidence attached here . Please note appeals based upon grounds which are not evidenced are unlikely to be successful *Atodwch dystiolaeth o’ch rhesymau dros apelio, a rhestrwch y dystiolaeth a atodir yma. Sylwer ei bod hi’n annhebygol y bydd apêl sydd heb ei hategu gan dystiolaeth yn llwyddiannus.***  |
|  |
| **Have you ever applied for an extension to the submission date for your dissertation/thesis/or an extension to your candidature period?***/ A ydych erioed wedi cyflwyno cais am estyniad i’r dyddiad cyflwyno ar gyfer eich traethawd hir/thesis/neu am estyniad i’ch cyfnod fel ymgeisydd?*  **Yes/*Ydw*** ⁭ **Date / *Dyddiad*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No / *Nac ydw*** ⁭ |
| **DECLARATION / CONSENT *DATGANIAD/CYDSYNIAD*** |
| In signing this appeal form*/Wrth lofnodi’r ffurflen hon*:1. I declare that, to the best of my knowledge, all the information I have supplied/attached with this form is true, accurate and complete and acknowledge that the submission of fraudulent information could lead to the University taking disciplinary action or action under the Academic Misconduct procedure.

*Rwyf yn datgan, hyd eithaf fy ngwybodaeth, fod yr holl wybodaeth a gyflwynais/atodais gyda’r ffurflen hon yn wir, yn fanwl gywir ac yn gyflawn ac rwyf yn cydnabod y gallai cyflwyno gwybodaeth dwyllodrus beri i’r Brifysgol gymryd camau disgyblu neu gamau dan y weithdrefn Camymddygiad Academaidd.* 1. I give consent for Academic Services staff, in processing my appeal, to release information to and obtain information from, relevant members of University staff (to include but not limited to staff within my College/School, Wellbeing Services, the Disability Office and the Academic Appeal Board). Such information may include information regarding:
* My health and personal circumstances,
* The support I have received
* My level of engagement
* My academic history, attendance and previously disclosed extenutaing circumstances and appeals,
* Issues identified within my appeal.

I am aware that it is my right to withdraw this consent at any time and to do so I would need to contact the Appeals team at studentcases@swansea.ac.uk*Rwy’n cydsynio i staff Gwasanaethau Academaidd, wrth brosesu fy apêl, ddarparu gwybodaeth i aelodau perthnasol o staff y Brifysgol a cheisio gwybodaeth gan y cyfryw staff (i gynnwys staff yn fy Ngholeg/Ysgol, Gwasanaethau Lles, y Swyddfa Anableddau a’r Bwrdd Apeliadau Academaidd, ond heb fod yn gyfyngedig i’r rhain). Gall y fath wybodaeth gynnwys gwybodaeth ynghylch:** *Fy iechyd a’m hamgylchiadau personol*
* *Y cymorth rwyf wedi’i dderbyn*
* *Lefel fy ymrwymiad i’m hastudiaethau*
* *Fy hanes academaidd, fy mhresenoldeb ac amgylchiadau esgusodol a ddatgelwyd o’r blaen ac apeliadau blaenorol*
* *Materion a nodwyd yn fy apêl.**Deallaf fod gennyf hawl i dynnu’r cydsyniad hwn yn ôl unrhyw bryd ac, i wneud hynny, byddai rhaid i mi gysylltu â'r tîm Apeliadau yn studentcases@abertawe.ac.uk*
1. I understand that Academic Services staff will release details of the outcome of my appeal/related documentation to relevant members of University staff, for the purpose of processing the outcome of my appeal.

*Deallaf y bydd staff Gwasanaethau Academaidd yn darparu manylion am ganlyniad fy apêl/dogfennaeth gysylltiedig i aelodau perthnasol o staff y Brifysgol at ddiben prosesu canlyniad fy apêl.* |
| Signed / Llofnod: | Date / *Dyddiad:* |
| **Gofynnwn i chi ddychwelyd y ffurflen wedi’i chwblhau drwy e-bost yn unig i / Please return the completed form by e-mail only to:****studentcases@abertawe.ac.uk** |
| **FOR ACADEMIC SERVICES USE ONLY / *AT DDEFNYDD Y GWASANAETHAU ACADEMAIDD YN UNIG*** |
| Received / *Derbyniwyd*: | Date / *Dyddiad*: |

**Advice for Academic Appeals is available, free of charge, from the Students’ Union Advice Centre, via their website** [**https://www.swansea-union.co.uk/**](https://www.swansea-union.co.uk/) **and by email at:** **advice@swansea-union.co.uk** **.**

**If you do access support from the Students’ Union Advice Centre, please tick the box if you provide your consent for the the Advice Centre to be notified of the outcome of your appeal.**

**Mae cyngor ar gyfer Apeliadau Academaidd ar gael am ddim gan Ganolfan Gyngor Undeb y Myfyrwyr, drwy ei gwefan** [**https://www.swansea-union.co.uk/**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.swansea-union.co.uk%2F&data=02%7C01%7CJ.Donovan%40Swansea.ac.uk%7C2197f417a8894fa0f2f508d7d61adfe7%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C637213283220999127&sdata=iCskWp8jAsnKvaAv9bUWAfldMTT%2FCLNZbafJAU58BSg%3D&reserved=0)**e-bost:****advice@swansea-union.co.uk****.**

***Os ceisiwch gymorth gan Ganolfan Gyngor Undeb y Myfyrwyr, ticiwch y blwch os ydych chi'n rhoi eich cydsyniad i'r Ganolfan Gyngor gael ei hysbysu am ganlyniad eich apêl.***

**Frequently Asked Questions – Academic Appeals-**

This leaflet provides answers to frequently asked questions regarding the University’s Academic Appeals Procedure. The full procedure is available from Academic Services or accessible online at:

<https://myuni.swansea.ac.uk/academic-life/academic-appeals/>

The Students’ Union Advice Centre is available to assist and advise students, in confidence, regarding Appeals and operates as a free service for students. You can contact the Advice Centre by (email at: advice@swansea-union.co.uk.

If you have any other questions about the Appeals Procedure, please contact Academic Services by email at: studentcases@swansea.ac.uk.

***What decision can I Appeal?***

The Appeals Procedure is relevant to students who:

* are prevented from continuing with their studies part way through a level or part, or
* who fail to qualify to proceed to the next stage of their studies, or
* who wish to appeal against a final result or the award of an exit qualification, or
* where the implications of a progression decision have a significant impact on the student’s overall result.

***What outcomes are available on appeal?***

The academic appeal form contains within Section D outcome options for you to select.

These include:

* Remove capping of supplementary assessments/examination marks
* Be permitted to sit supplementary examinations/assessments
* Be permitted to repeat the year of study
* Be permitted to repeat failed modules next academic session
* Be permitted to sit examinations as an external candidate
* Be permitted to have dissertation re-examined/be permitted to modify and resubmit dissertation

If successful in your appeal, the outcome granted will be in accordance with what is permissible under the relevant regulations for your programme.

***What outcomes are not available at appeal?***

The following is a short, non-exhaustive list of outcomes that are NOT available at appeal:

* Increasing marks or classification to take into account extenuating circumstances (e.g. adding marks to an assessment/module to take into account extenuating circumstances or increasing a classification). If successful on appeal based on extenuating circumstances you will be offered another attempt at the affected assessment/s.
* Allowing a student to progress to the next level of study and undertake teaching/assessment for a module/s failed in the previous level of study (e.g progressing to year three at the same time as undertaking failed year two module/s).
* If you were awarded a repeat level decision, but elected to repeat failed modules only for capped marks during the 2020/21 Academic session, then an appeal cannot uncap those marks.

***How do I Appeal?***

You are strongly encouraged to contact the Students’ Union Advice Centre for confidential and free advice before submitting your appeal. To appeal against a decision of the Examining Board, you should complete and submit to Academic Services the Request for Appeal Form once you are notified of the decision of the Examination Board [You can submit this via email to: [studentcases@swansea.ac.uk](file:///C%3A%5CUsers%5CJ.Donovan%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBB8CYE9W%5Cstudentcases%40swansea.ac.uk).]

Please note, due to staff working remotely we will not be able to accept any appeal forms, documents or correspondence by post at this time. Please use the online form and submit it and any supporting evidence via e-mail.

The Request for Appeal Form (AR1RD-1-BI) can be found by following the link provided on the Academic Appeals page.

You do not need to pay a fee to submit an appeal. However, you must show that you meet one or more of the eligible grounds for appeals, which are listed at Section 2.1 of the Appeals Procedure [accessible on-line at:

<https://myuni.swansea.ac.uk/academic-life/academic-appeals/>

It is important that you provide within / attached to your Appeal Form:

1. Full details of the ground(s) for appeal on which you are relying; and
2. Dates and details of all assessments affected and how these were affected; and
3. Relevant supporting evidence.
4. If your appeal is based upon the extenuating circumstances ground for appeal- please see the “Guidance for submitting Appeals on the ground of Extenuating Circumstances” located at the end of this leaflet.

***Grounds for appeal.***

**The Grounds for appeal are listed in Section 2.4 of the Academic Appeals Procedure and are as follows:**

(1) **The Examination Board failed to take into account all work submissible and properly submitted for assessment.** *You may select this ground if you consider that you have for example submitted work to your College/School on time but it has not been marked*.

(2) **There was evidence of a computational or administrative error in arriving at the end of level/part decision**. *Please note this ground does* ***NOT*** *cover where you may consider that you should have been awarded a higher mark than you were for an assessment/s. Such would be questioning academic judgment, which is not a ground for appeal.*

(3) **Evidence of prejudice or of bias or of inadequate assessment, not of an academic nature, on the part of one or more of the examiners**. *If you consider that the examiner was biased/prejudice against you, you will need to provide clear evidence to demonstrate this. Usually work is assessed anonymously and therefore an examiner would not know your identity when marking your work. You may* ***NOT*** *select this ground if you consider that you should have been awarded a higher mark than you were for an assessment/s. Such would be questioning academic judgment, which is not a ground for appeal*

(4) **Defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which are of such a nature as to cause reasonable doubt as to whether the examiners would have reached the same decision had they not occurred. Candidates must provide a compelling reason for not bringing to the attention of their College the defects or irregularities when they occurred**. *You may select this ground where for example you consider that there was a problem with the conduct of an examination, such as the correct amount of time was not allowed for the examination, or where advice provided in an examination room related to the examination was incorrect. Provided you also have a compelling reason for not bringing this to the attention of your College at the time the problem occurred.*

(5) **The examiners were aware of, but did not fully consider, defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto, when such defects or irregularities or advice might, in the candidate’s opinion, have had an adverse effect on his/her performance.** *If selecting this ground you will need to show that you notified the College of the defect or irregularity and explain how you consider the College/Examiners did not fully consider this in terms of your academic decision . You will also need to explain how those defects or irregularities had an adverse effect on your performance.*

(6) **Extenuating circumstances (as defined with the Policy on**[**Extenuating Circumstances**](https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/)**Affecting Assessment) which the Examiners were not aware of and which had an adverse effect on the candidate's academic performance.** *Please note, specific guidance for the use of this ground can be found at the end of this FAQ document.*

***Matters which are NOT grounds for appeal.***

* Questioning the academic or professional judgement of the Examiners. This includes their decision to award you a particular mark.
* Disappointment with a result (e.g. mark/classification) where marks have been accurately recorded, assessment regulations correctly followed and where no evidence of material irregularity exists.
* Issues of complaint, for example issues related to supervision, feedback, the provision of services by the University including teaching and support. If you wish to raise such issues then you are referred to the University’s Complaints procedure, a link to which you will find **here.**
* Querying the accuracy of marks. The University has a separate procedure related to this which you can find [here](https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/accuracy-of-published-marks/) .

***Is there a Deadline for Appealing?***

Requests for Appeals cannot be made until *after* you have been notified of the Examining Board’s decision (i.e. after your results have been published on the intranet).

You have up to 3 months from the date of the Examination Board’s decision having been published on the intranet to submit your appeal (unless there is a compelling reason why your appeal is submitted after the three month period).

When we receive your appeal we will aim to provide you with a realistic timescale at that point and update you in the event that the timescale needs to be changed.

***How will my Appeal be processed?***

Once your appeal is received, appropriately trained and experienced members of staff from Academic Services (“the Filtering Committee”) will determine your appeal. They may decide:

* to write to you to request further information;
* to reject your appeal or
* to uphold your appeal and award you an appropriate academic outcome or
* to refer the matter to an Academic Appeal Board.

You will be sent an e-mail notifying you of the outcome of your appeal and of your right to submit a final review if you are unhappy with the outcome.

***What can I do if I disagree with the outcome of my Appeal?***

If you remain dissatisfied with the outcome of your Appeal you may request a Final Review by completing and submitting to the Director of Academic Services the Final Review Application Form **within 14 working days** of the date of the e-mail advising you of the Appeal outcome. This Form and details of the grounds for Final Reviews are available online at:

<https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/final-review-procedure/>

**This year (due to the short period of time between the publication of results and the commencement of the supplementary assessment period) final review applications will not be considered and processed in time for/during the supplementary assessment period. Therefore, if you are unsuccessful at appeal/ do not receive the outcome you had hoped for at appeal and you submit a final review application requesting a supplementary attempt/s it will not be considered and processed in time for /during the supplementary assessment period.**

Once the Final Review process has been completed the Director of Academic Services will issue you with a “Completion of Procedures” letter confirming the University’s final decision and that the procedures have been completed. You may then consider asking the Office of the Independent Adjudicator for Higher Education (OIA) to externally review the handling of your case. Further information about the OIA can be obtained from the Academic Services or from the OIA’s website: <http://www.oiahe.org.uk/>.

**Guidance for submitting Appeals on the ground of Extenuating Circumstances**

**Do your extenuating circumstances match any of the specific circumstances listed in section 2.6 of theAppeals Procedure?**

**YES**

**You need to provide information and evidence to show that:**

1. You had extenuating circumstances (see the University’s [Extenuating Circumstances Policy](https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/) for information about what circumstances the University will accept as extenuating circumstances).
2. The date or period of time when the extenuating circumstances had occurred.
3. How the extenuating circumstances had an adverse (i.e. negative) effect on particular exams or coursework which you sat/submitted/missed. You should also explain which exams/coursework had been affected and the date of these affected assessments.

**NO**

**You need to provide the same information and evidence listed in the left box (at 1-3), and**

1. You will ALSO need to provide information and evidence to show that at the time of your affected assessment(s):
2. You had had been unable to determine whether or not you were fit to undertake the assessment(s); AND/OR
3. You had a good reason for not notifying your College at the relevant time (see Section 2.4.6 of the Appeals Procedure for more information about this).

**Examples of Evidence to support Appeals on the ground of extenuating circumstances:**

Normally full documentation to substantiate any exceptional circumstances or claims is required in support of appeal grounds (for example: medical/health certificate, death certificate, letter of support from a support service in the University).

However, the University recognises that it may be difficult for students to obtain evidence, noting the current pressures on the health and other services, and will make every effort to consider applications sympathetically.

Examples of Evidence:

* Certificate or letter from a GP/medical specialist (with date of the relevant medical assessment)
* Letter from a Support Service in the University (i.e Wellbeing Service or the Disability Office)
* Letter of support/explanation from a third party such as a close relative/friend who was in contact with you during the relevant period and can provide their observations regarding the effects of your circumstances upon you. These may include for example any observations that they may be able to make about your ability to make reasoned decisions, to focus on your studies and to communicate with the University and/or others about your problems during this period. ***(noting that such evidence will not usually be as compelling as medical evidence).***

**Cwestiynau Cyffredin – Apeliadau Academaidd-**

Mae'r daflen hon yn ateb cwestiynau cyffredin am Weithdrefn Apeliadau Academaidd y Brifysgol. Mae'r weithdrefn lawn ar gael gan Wasanaethau Academaidd neu ar-lein yn:

 [https://myuni.swansea.ac.uk/cy/bywyd-academaidd/apeliadau-academaidd/](https://myuni.swansea.ac.uk/academic-life/academic-appeals/)

Mae Canolfan Gyngor Undeb y Myfyrwyr ar gael i roi cymorth a chyngor cyfrinachol i fyfyrwyr ynghylch apeliadau ac mae'r gwasanaeth yn rhad ac am ddim i fyfyrwyr. Gallwch e-bostio’r Ganolfan Gyngor yn: advice@swansea-union.co.uk.

Os oes gennych gwestiynau eraill am y Weithdrefn Apeliadau, cysylltwch â’r Gwasanaethau Academaidd drwy e-bostio: studentcases@abertawe.ac.uk.

 ***Pa benderfyniadau y gallaf apelio yn eu herbyn?***

Mae’r Weithdrefn Apeliadau’n berthnasol ar gyfer myfyrwyr sy’n:

* Cael eu hatal rhag parhau â’u hastudiaethau rhan o’r ffordd trwy’r lefel neu’r rhan astudio, neu
* sy’n methu cymhwyso er mwyn parhau i’r cyfnod nesaf yn eu hastudiaethau, neu
* sy’n dymuno apelio yn erbyn canlyniad terfynol neu ddyfarniad cymhwyster terfynol, neu
* os bydd goblygiadau penderfyniad am ddilyniant yn cael effaith sylweddol ar ganlyniad cyflawn y myfyriwr.

***Pa ganlyniadau sydd ar gael wrth apelio?***

Mae Adran D y ffurflen apeliadau academaidd yn cynnwys dewisiadau ynghylch y canlyniadau er mwyn i chi ddewis rhyngddynt.

Mae'r rhain yn cynnwys:

* Cael gwared â chap ar farciau asesiadau/arholiadau atodol
* Cael caniatâd i sefyll arholiadau/asesiadau atodol
* Cael caniatâd i ail-wneud y flwyddyn astudio
* Cael caniatâd i ail-wneud modiwlau a fethwyd, yn ystod y sesiwn academaidd nesaf
* Cael caniatâd i sefyll arholiadau fel ymgeisydd allanol
* Cael caniatâd i’ch traethawd hir gael ei ail-arholi /i newid ac ail-gyflwyno’ch traethawd hir

Os byddwch yn llwyddiannus yn eich apêl, bydd y canlyniad a gytunir yn unol â’r hyn sy’n ganiataol yn ôl y rheoliadau perthnasol ar gyfer eich rhaglen.

***Pa ganlyniadau nad ydynt ar gael wrth apelio?***

Dyma restr fer nad yw’n holl gynhwysfawr sy’n cynnwys canlyniadau NAD ydynt ar gael wrth apelio:

* Codi marc neu ddosbarth gan ymateb i amgylchiadau esgusodol (e.e. ychwanegu marciau at asesiad/modiwl er mwyn ystyried amgylchiadau esgusodol neu godi dosbarth). Os byddwch yn llwyddiannus yn eich apêl sy’n seiliedig ar amgylchiadau esgusodol byddwch yn cael cynnig i ail-ymgymryd â’r asesiad/au perthnasol.
* Caniatáu i fyfyriwr symud ymlaen i’r lefel nesaf yn ei astudiaethau ac ymgymryd â dysgu/asesu ar gyfer modiwl/au a fethwyd yn ystod y lefel flaenorol (e.e. symud ymlaen i’r drydedd flwyddyn ar yr un pryd ag ymgymryd â modiwl/au a fethwyd yn yr ail flwyddyn).
* Os cawsoch benderfyniad i ail-wneud lefel, ond dewisoch ail-wneud modiwlau a fethwyd er mwyn cael dim ond marciau wedi’u capio yn ystod sesiwn Academaidd 2020/21, ni fydd apêl yn dad-gapio’r marciau hynny.

***Sut ydw i'n apelio?***

Anogir yn gryf eich bod yn cysylltu â Chanolfan Gyngor Undeb y Myfyrwyr am gyngor cyfrinachol am ddim cyn cyflwyno'ch apêl. Er mwyn apelio yn erbyn penderfyniad gan y Bwrdd Arholi, dylech gwblhau a chyflwyno i’r Gwasanaethau Academaidd y Ffurflen Gais am Apêl unwaith i chi gael eich hysbysu o benderfyniad y Bwrdd Arholi [Gallech gyflwyno’r ffurflen hon drwy e-bostio [studentcases@abertawe.ac.uk](file:///C%3A%5CUsers%5CJ.Donovan%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CBB8CYE9W%5Cstudentcases%40swansea.ac.uk).]

Sylwer, gan fod staff wrthi ar hyn o bryd yn gweithio o bell, ni allwn dderbyn ffurflenni apêl, dogfennau neu ohebiaeth drwy’r post ar hyn o bryd. Defnyddiwch y ffurflen ar-lein a’i chyflwyno ynghyd â gwybodaeth ategol drwy e-bost.

Gellir dod o hyd i’r Ffurflen Gais am Apêl (AR1RD-1-BI) drwy ddilyn y ddolen sydd ar y dudalen Apeliadau Academaidd neu lawrlwytho’r ffurflen.

Nid oes angen ichi dalu am gyflwyno apêl. Serch hynny, mae’n rhaid i chi ddangos eich bod yn bodloni un neu ragor o’r rhesymau dilys dros apelio, y mae rhestr ohonynt yn Adran 2.1 y Weithdrefn Apeliadau [sydd ar gael ar-lein yn:

[https://myuni.swansea.ac.uk/cy/bywyd-academaidd/apeliadau-academaidd/](https://myuni.swansea.ac.uk/academic-life/academic-appeals/)

Mae’n bwysig eich bod yn cyflwyno’r canlynol yn eich Ffurflen Apêl, neu yn eu hatodi wrth y ffurflen:

1. Manylion llawn am y rheswm (rhesymau) dros yr apêl rydych yn dibynnu arnynt; a
2. Dyddiadau’r holl asesiadau dan sylw, a manylion amdanynt, a sut y cafwyd effaith ar y rheiny; a
3. Thystiolaeth ategol berthnasol.
4. Os bydd eich apêl yn seiliedig ar amgylchiadau esgusodol fel rheswm dros yr apêl – darllenwch y “Canllawiau am gyflwyno Apeliadau ar sail Amgylchiadau Esgusodol” sydd ar ddiwedd y daflen hon.

 ***Rhesymau dros apelio.***

**Rhestrir y rhesymau dros apelio yn Adran 2.4 y Weithdrefn Apeliadau Academaidd fel a ganlyn:**

(1) **Ni wnaeth y Bwrdd Arholi ystyried yr holl waith a oedd i’w gyflwyno, ac a gyflwynwyd yn gywir, i’w asesu.** *Cewch ddewis y rheswm hwn os ydych yn ystyried eich bod, er enghraifft, wedi cyflwyno gwaith i’ch Coleg/Ysgol yn brydlon ond ni farciwyd y gwaith.*

(2) **Cafwyd tystiolaeth o wall cyfrifo neu wall gweinyddol wrth wneud y penderfyniad diwedd lefel/rhan.**  *Sylwer NAD yw’r rheswm hwn yn cwmpasu sefyllfa lle credwch y dylech fod wedi derbyn marc uwch ar gyfer asesiad/au. Byddai hynny’n golygu amau barn academaidd, nad yw’n rheswm dros apelio.*

 (3) Cafwyd tystiolaeth o ragfarn neu dueddfryd neu asesu annigonol, heb fod o natur academaidd, gan un neu fwy o’r arholwyr. *Os ydych chi’n credu bod yr arholwr yn rhagfarnllyd yn eich erbyn, bydd angen i chi gyflwyno tystiolaeth glir er mwyn dangos hyn. Fel arfer asesir gwaith yn ddienw ac felly ni fyddai arholwr yn gwybod eich enw wrth farcio’ch gwaith. NI* chewch ddewis y rheswm hwn os credwch y dylech fod wedi ennill marc uwch ar gyfer asesiad/au. *Byddai hynny’n golygu amau barn academaidd, nad yw’n rheswm dros apelio.*

(4) **Cafwyd diffygion neu anghysondebau yn y modd y cynhaliwyd yr arholiad neu mewn cyfarwyddiadau ysgrifenedig neu gyngor yn eu cylch sydd, oherwydd eu natur, yn peri amheuaeth resymol ynghylch a fyddai’r arholwyr wedi dod i’r un penderfyniad pe na baent wedi digwydd. Rhaid i ymgeiswyr ddarparu rheswm cymhellol dros beidio â thynnu sylw'r Coleg at y diffygion neu'r anghysondebau ar y pryd.** *Cewch ddewis y rheswm hwn os ydych yn ystyried, er enghraifft, fod problem â’r modd y cynhaliwyd yr arholiad, megis peidio â chaniatáu’r amser cywir ar gyfer yr arholiad, neu le’r rhoddwyd cyngor anghywir yn ystafell yr arholiad lle cynhaliwyd yr arholiad.* Ar yr amod bod gennych reswm cymhellol pam na wnaethoch dynnu sylw’ch Coleg at hyn ar yr adeg pan gafwyd y broblem.

(5) **Roedd yr arholwyr yn ymwybodol o ddiffygion neu anghysondebau yn y modd y cynhaliwyd yr arholiad neu mewn cyfarwyddiadau ysgrifenedig neu mewn cyngor yn eu cylch, lle gallai'r diffygion neu'r anghysondebau, ym marn yr ymgeisydd, fod wedi cael effaith niweidiol ar ei berfformiad ond ni wnaeth yr arholwyr roi ystyriaeth lawn i'r diffygion neu'r anghysondebau hyn.** *Os byddwch yn dewis y rheswm hwn bydd angen ichi ddangos ichi hysbysu’r Coleg am y diffyg neu’r anghysondeb ac esbonio sut, yn eich barn chi, ni wnaeth y Coleg/arholwyr roi ystyriaeth i hyn wrth gyrraedd eich penderfyniad academaidd. Hefyd bydd angen i chi esbonio sut cafodd y diffygion neu’r anghysondebau hynny effaith wael ar eich perfformiad.*

(6) **Amgylchiadau esgusodol (yn unol â'r diffiniad yn Adran 3 y**[Polisi ar Amgylchiadau Esgusodol](https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/)**sy'n Effeithio ar Asesu) nad oedd yr Arholwyr yn ymwybodol ohonynt ac a gafodd effaith niweidiol ar berfformiad academaidd yr ymgeisydd.** *Sylwer, gellir dod o hyd i ganllawiau penodol ar gyfer defnyddio’r rheswm hwn ar ddiwedd y ddogfen Cwestiynau Cyffredin hon.*

***Materion NAD ydynt yn rheswm dros apelio.***

* Herio barn academaidd neu broffesiynol yr Arholwyr. Mae hyn yn cynnwys eu penderfyniad i roi marc penodol ichi.
* Siom gyda chanlyniad (e.e. marc/dosbarth) lle mae’r marciau wedi eu cofnodi’n gywir, mae’r rheoliadau asesu wedi eu dilyn yn gywir, a lle nad oes tystiolaeth o anghysondeb materol.
* Materion sy’n destun cwyn, er enghraifft materion ynghylch goruchwylio, adborth, neu ddarparu gwasanaethau gan y Brifysgol gan gynnwys addysgu a chefnogaeth. Os ydych am godi cwyn am faterion o’r fath, gweler gweithdrefn Gwynion y Brifysgol drwy ddilyn y ddolen hon.
* Cwestiynu cywirdeb marciau. Mae gan y Brifysgol weithdrefn wahanol ar gyfer hyn, y gallwch ddod o hyd iddi [yma](https://myuni.swansea.ac.uk/academic-life/academic-regulations/assessment-and-progress/accuracy-of-published-marks/)

Oes terfyn amser ar gyfer apelio?

Ni ellir cyflwyno cais am Apêl tan ar ôl ichi dderbyn hysbysiad am benderfyniad y Bwrdd Arholi (h.y. ar ôl i’ch canlyniadau gael eu cyhoeddi ar y fewnrwyd).

Bydd gennych hyd at 3 mis ar ôl i hysbysiad o benderfyniad y Bwrdd Arholi perthnasol gael ei gyhoeddi ar y rhyngrwyd i gyflwyno’ch cais (oni bai fod rheswm cymhellol dros gyflwyno'ch apêl ar ôl y cyfnod o 3 mis).

Yn sgîl y sefyllfa o ran Covid 19 efallai bydd oedi wrth brosesu’ch apêl oherwydd bod staff yn gweithio o bell, neu oherwydd salwch staff a chyfrifoldebau gofal.

 ***Sut bydd fy Apêl yn cael ei phrosesu?***

Ar ôl cael eu derbyn, caiff yr holl apeliadau eu hystyried i ddechrau gan aelodau staff Gwasanaethau Academaidd sydd â phrofiad ac wedi derbyn hyfforddiant priodol (sef “y Pwyllgor Hidlo”). Gallant benderfynu:

* Ysgrifennu atoch er mwyn gofyn am ragor o wybodaeth;
* Gwrthod eich apêl neu
* Gymeradwyo’ch apêl a rhoi canlyniad academaidd priodol ichi neu
* Gyfeirio’r mater i Fwrdd Apeliadau Academaidd.

Byddwch yn derbyn e-bost a fydd yn eich hysbysu o ganlyniad eich apêl ac o’ch hawl i gyflwyno adolygiad terfynol os byddwn yn anfodlon â’r canlyniad.

 ***Beth gallaf ei wneud os byddaf yn anghytuno â chanlyniad fy Apêl?***

Os byddwch yn dal i fod yn anfodlon ar ganlyniad eich Apêl, cewch gyflwyno cais am Adolygiad Terfynol drwy gwblhau a chyflwyno’r Ffurflen Gais am Adolygiad Terfynol i’r Cyfarwyddwr Gwasanaethau Academaidd **o fewn 14 diwrnod gwaith** ar ôl dyddiad yr e-bost a oedd yn cynnwys canlyniad eich Apêl. Gellir dod o hyd i’r Ffurflen hon a manylion am y rhesymau dros Adolygiadau Terfynol ar-lein ar:

[https://myuni.swansea.ac.uk/cy/bywyd-academaidd/rheoliadau-academaidd/ymddygiad-a-chwynion/gweithdrefn-adolygiad-terfynol/](https://myuni.swansea.ac.uk/academic-life/academic-regulations/conduct-and-complaints/final-review-procedure/)

**Eleni (o ganlyniad i’r cyfnod byr rhwng cyhoeddi’r canlyniadau a dechrau’r cyfnod asesu atodol) ni fydd ceisiadau am adolygiadau terfynol yn cael eu hystyried na’u prosesu mewn pryd ar gyfer y cyfnod asesu atodol, nac yn ystod y cyfnod hwnnw. Felly, os byddwch yn aflwyddiannus wrth apelio/nad ydych yn derbyn y canlyniad roeddech yn ei ddymuno wrth apelio, ac rydych yn cyflwyno cais am adolygiad terfynol sy’n gofyn am ymgais atodol, ni fydd yn cael ei ystyried na’i brosesu mewn pryd ar gyfer y cyfnod asesu atodol, nac yn ystod y cyfnod hwnnw.**

Pan fydd proses yr Adolygiad Terfynol wedi'i chwblhau, bydd Cyfarwyddwr y Gwasanaethau Academaidd yn anfon llythyr "Cwblhau Gweithdrefnau" atoch yn cadarnhau penderfyniad terfynol y Brifysgol a bod y gweithdrefnau wedi'u cwblhau. Yna gallwch ystyried gofyn i Swyddfa'r Dyfarnwr Annibynnol ar gyfer Addysg Uwch (OIA) gynnal adolygiad allanol o'r ffordd yr ymdriniwyd â'ch achos. Mae rhagor o wybodaeth am Swyddfa'r Dyfarnwr Annibynnol ar gyfer Addysg Uwch (OIA) ar gael gan y Gwasanaethau Academaidd neu ar wefan OIA: [www.oiahe.org.uk/](http://www.oiahe.org.uk/).

**Canllawiau ar gyfer cyflwyno Apeliadau ar sail Amgylchiadau Esgusodol**

 **Ydy’ch amgylchiadau esgusodol yn debyg i unrhyw un o’r amgylchiadau penodol yn y rhestr yn adran 2.6 o’r Weithdrefn Apeliadau?**

**YDYNT**

**Mae angen i chi roi gwybodaeth a thystiolaeth i ddangos:**

1. Bod amgylchiadau esgusodol gennych (gweler [Polisi Amgylchiadau Esgusodol](https://myuni.swansea.ac.uk/academic-life/academic-regulations/aqs-policies/policy-on-extenuating-circumstances/) y Brifysgol am wybodaeth am yr amgylchiadau y bydd y Brifysgol yn eu derbyn fel amgylchiadau esgusodol).
2. Y dyddiad neu’r cyfnod amser y digwyddodd yr amgylchiadau **esgusodol.**
3. **Sut cafodd yr amgylchiadau esgusodol effaith niweidiol (h.y. wael) ar arholiad neu waith cwrs penodol y gwnaethoch ei sefyll/gyflwyno/golli. Hefyd dylech esbonio pa arholiadau/gwaith cwrs yr effeithiwyd arno/arnynt a dyddiad yr asesiadau hyn.**

**NAC YDYNT**

**Mae angen ichi gyflwyno’r un wybodaeth a thystiolaeth a restrir yn y blwch ar y chwith (yn 1-3), a**

4) HEFYD bydd angen ichi gyflwyno gwybodaeth a thystiolaeth i ddangos, ar adeg eich asesiad(au) yr effeithiwyd arno/arnynt:

1. Eich bod wedi methu penderfynu a oeddech yn ddigon iach i ymgymryd â’r asesiad(au); A/NEU A/NEU
2. Fod gennych reswm da dros beidio â hysbysu’ch Coleg ar yr adeg berthnasol (gweler Adran 2.4.6 o’r Weithdrefn Apeliadau am ragor o wybodaeth am hyn).

**Enghreifftiau o Dystiolaeth er mwyn cefnogi Apeliadau ar sail amgylchiadau esgusodol:**

Fel arfer bydd angen dogfennaeth gyflawn sy’n cyfiawnhau amgylchiadau esgusodol neu geisiadau er mwyn cefnogi’r rheswm dros apelio (er enghraifft: tystysgrif feddygol/iechyd, tystysgrif marwolaeth, llythyr cefnogol gan wasanaeth cymorth yn y Brifysgol).

Er hynny, mae’r Brifysgol yn cydnabod y gallai fod yn anodd i fyfyrwyr gael gafael ar dystiolaeth yn y sefyllfa bresennol, gan sylwi ar y pwysau sydd ar y gwasanaethau iechyd ac ar wasanaethau eraill, a bydd yn gwneud pob ymdrech i ystyried ceisiadau â chydymdeimlad.

Enghreifftiau o dystiolaeth:

* Tystysgrif neu lythyr gan feddyg teulu/arbenigwr meddygol (gyda dyddiad yr asesiad meddygol perthnasol)
* Llythyr gan Wasanaeth Cymorth yn y Brifysgol (h.y. Gwasanaeth Lles neu’r Swyddfa Anableddau)
* Llythyr cefnogol/esboniad gan drydydd parti megis perthynas/cyfaill agos a oedd yn cysylltu â chi yn ystod yr adeg berthnasol ac sy’n gallu rhannu eu sylwadau ar yr effaith y cafodd eich amgylchiadau arnoch. Gallai’r rhain gynnwys, er enghraifft, sylwadau ar eich gallu i wneud penderfyniadau rhesymol, eich gallu i ganolbwyntio ar eich astudiaethau ac i gyfathrebu â’r Brifysgol a/neu bobl eraill ynghylch eich problemau yn ystod y cyfnod hwn. ***(gan sylwi na fydd tystiolaeth o’r fath mor gymhellol â thystiolaeth feddygol fel arfer).***