



FINAL REVIEW APPLICATION FORM FFURFLEN GAIS AR GYFER ADOLYGIAD TERFYNOL

This form is only to be used when requesting a final review against the decisions of a Committee of Enquiry or final determinations under the Academic Appeal Regulations, Academic Misconduct Procedures, Disciplinary Procedures and Complaints Procedures. You are advised to read the Final Review Procedures [accessible via the Online Guide or available from Education Services] before completing this Form.

If you wish to appeal against the decision of the Examination Board or one of its sub-committees please complete the 'Request for Appeal' form and refer to the Academic Appeal Regulations.

Dylid defnyddio'r ffurflen hon wrth wneud cais am adolygiad terfynol yn erbyn penderfyniadau gan Bwyllgor Ymchwilio (gan gynnwys Byrddau Arferion Annheg) neu benderfyniadau terfynol dan y Rheoliadau Apeliadau Academaidd, Gweithdrefnau Disgyblu a Gweithdrefnau Cwyno yn unig. Fe'ch cynghorir i ddarllen y Gweithdrefnau Adolygiadau Terfynol [sydd ar gael drwy'r Canllaw Ar-lein neu sydd ar gael gan Gwasanaethau Addysg] cyn cwblhau'r ffurflen hon. Os ydych yn dymuno apelio yn erbyn penderfyniad y Bwrdd Arholi neu un o'i is-bwyllgorau, cwblhewch y ffurflen 'Cais am Apêl' a gweler y Rheoliadau Apeliadau Academaidd.

Students may request reasonable adjustments to the procedures in line with the Equality Act. Requests will be considered individually and confirmed to the student in writing.

Gall myfyrwyr ofyn am addasiadau rhesymol i'r gweithdrefnau yn unol â'r Ddeddf Cydraddoldeb. Bydd ceisiadau'n cael eu hystyried fesul un a'u cadarnhau i'r myfyriwr yn ysgrifenedig.

This form should be submitted to studentcases@swansea.ac.uk
Dylai'r ffurflen hon gael ei chyflwyno i studentcases@abertawe.ac.uk

SECTION A / ADRAN A (Personal Details / Manylion Personol)

Name in full / Enw'n llawn:		Student Number / Rhif Myfyriwr:	
Contact Telephone Number / Rhif Ffôn Cyswllt:			
Contact Email Address / Cyfeiriad E-bost Cyswllt:			
School / Ysgol:		Programme of Study or Research / Rhaglen Astudio neu Ymchwil:	
Level or Year of Study / Lefel neu Flwyddyn Astudio:		Decision you wish to be reviewed / Y Penderfyniad yr hoffech iddo gael ei adolygu:	

SECTION B / ADRAN B (Grounds for Review / Rhesymau ar gyfer yr Adolygiad)

Requests for final reviews should be based upon one or more of the following grounds, please indicate with a cross which of the following grounds your review is based / Dylai ceisiadau am adolygiadau terfynol fod yn seiliedig ar un neu fwy o'r rhesymau canlynol. Rhowch groes i ddynodi ar ba reswm neu resymau o blith y canlynol y mae'ch cais am adolygiad yn seiliedig:

There is evidence of procedural irregularities in the initial consideration of the case which are of such a nature as to cause reasonable doubt whether the party/parties concerned would have reached the same decision had they not occurred / Mae tystiolaeth o afreoleidd-dra gweithdrefnol wrth ystyried yr achos i ddechrau sydd o'r fath natur sy'n peri amheuaeth resymol a fyddai'r person/pobl dan sylw wedi dod i'r un penderfyniad pe bai heb ddigwydd;	☐
There is new relevant evidence now available, which could not reasonably have been made available when the case was previously decided. The student must show a compelling reason why such evidence was not made available prior to the previous decision being made. Where the student could have made the new evidence available prior to the previous decision being made, such evidence will not be considered in determining the final review. / Mae tystiolaeth berthnasol newydd bellach ar gael, na allai fod wedi bod ar gael pan penderfynwyd ar yr achos gynt. Rhaid i'r myfyriwr ddangos rheswm cymhellol pam nad oedd tystiolaeth o'r fath ar gael cyn gwneud y penderfyniad blaenorol. Pe bai'r myfyriwr wedi gallu cyflwyno'r dystiolaeth newydd cyn gwneud y penderfyniad blaenorol, ni fydd tystiolaeth o'r fath yn cael ei hystyried wrth benderfynu ar yr adolygiad terfynol	☐

That the decision reached was unreasonable. Claims of this nature must be supported by evidence and a clear rationale for the unreasonable nature of the decision. Claims that amount simply to an expression of dissatisfaction with the decision will not be considered / Roedd y penderfyniad yn afresymol. Rhaid i honiadau o'r fath gael eu cefnogi gan dystiolaeth a rhesymeg glir dros natur afresymol y penderfyniad. Ni fydd honiadau o fynegiant o anfonlonrwydd ar y penderfyniad yn cael eu hystyried.



SECTION C / ADRAN C (Additional Information / Gwybodaeth Ychwanegol)

Please provide details as to why you are requesting a final review on one or more of the grounds mentioned above, including why you consider the final decision of the University to be unsatisfactory to you. (Please continue on a separate sheet if required) / *Rhowch fanylion i nodi pam eich bod yn gwneud cais ar gyfer adolygiad terfynol ar sail un neu fwy o'r rhesymau a grybwyllwyd uchod, gan gynnwys pam eich bod yn ystyried bod penderfyniad terfynol y Brifysgol yn anfoddhaol. (Gallwch barhau ar ddalen ar wahân os oes angen)*

SECTION D / ADRAN D (Outcome of your final review/ Canlyniad eich adolygiad terfynol)

What would be the preferred outcome of your final review (please note this may not be the outcome provided to you in the event that your Final review is upheld and that all academic outcomes must be in permissible with the relevant assessment regulations/procedures for your programme) *Pa ganlyniad fydddech yn dymuno'i gael ar ddiwedd eich adolygiad terfynol? Sylwer efallai nad dyma'r canlyniad a ddarperir i chi os bydd eich adolygiad terfynol yn cael ei gadarnhau a bod yn rhaid i'r holl ganlyniadau academiaidd fod yn unol â'r rheoliadau/gweithdrefnau asesu perthnasol ar gyfer eich rhaglen)*

SECTION E / ADRAN E

Please submit the following documents in support / *Cyflwynwch y dogfennau canlynol i ategu eich cais :*

1. A chronology listing in date order all letters, phone calls and meetings that are relevant to your final review request / *Rhestr gronolegol yn nhrefn dyddiadau o'r holl lythyrau, galwadau ffôn a chyfarfodydd sy'n berthnasol i'ch cais am adolygiad terfynol:*
2. A copy of all relevant correspondence and other documentation. (Please ensure the information is complete.) / *Copi o'r holl ohebiaeth a dogfennaeth arall berthnasol. (Sicrhewch fod yr wybodaeth yn gyflawn.)*

Please keep a copy of this form and the documents you send. Do not send original documents. / Cadwch gopi o'r ffurflen hon a'r dogfennau a anfonwch. Peidiwch ag anfon dogfennau gwreiddiol.

DECLARATION / DATGANIAD

In signing this form :

- 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 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 Academiaidd.

- 2) *I give consent for Education Services staff, in processing my Final Review, to release information to and*

obtain information from, relevant members of University staff (to include but not limited to staff within

my School, Wellbeing Services, Disability and Wellbeing Services and the Academic Appeal Panel). 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 extenuating circumstances and appeals/complaint.
- Issues identified within my Final Review.
- Reports by Occupational Health during my studies.

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 Final Review team at studentcases@swansea.ac.uk

Rwy'n cydsynio i staff y Gwasanaethau Addysg, 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 Ysgol, y Gwasanaethau Lles, y Gwasanaethau Anabledd a Lles a'r Panel 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. · Adroddiadau gan lechyd Galwedigaethol yn ystod fy astudiaethau 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 yn studentcases@abertawe.ac.uk.

(3) I understand that Education Services staff will release details of the outcome of my Final Review/related documentation to relevant members of University staff, for the purpose of processing the outcome of my Final Review.

Deallaf y bydd staff y Gwasanaethau Addysg yn rhyddhau manylion am ganlyniad fy Adolygiad Terfynol/dogfennaeth gysylltiedig i aelodau perthnasol o staff y Brifysgol, at ddibenion prosesu canlyniad fy Adolygiad Terfynol

Signed / Llofnod:

Date / Dyddiad:

Advice for Final Reviews is available, free of charge, from the Students' Union Advice Centre, Ground Floor, Fulton House To access help from the Advice Centre and to book an appointment please visit <http://hello.swansea-union.co.uk/>. If you do access support from the Students' Union Advice Centre, please tick the box if you wish the Advice Centre to be notified of the outcome of your Final Review. ☐

Mae cyngor ar gyfer Apeliadau Academaidd ar gael am ddim gan Ganolfan Gyngor Undeb y Myfyrwyr. I drefnu apwyntiad i weld rhywun yn Undeb y Myfyrwyr gallwch chi gysylltu â'r Ganolfan Gyngor drwy borth newydd i fyfyrwyr <http://hello.swansea-union.co.uk/> lle gallwch godi tocyn a dewis y categori - Cyngor a Chymorth o'r gwymplen.

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 Adolygiad Terfynol. ☐