

Academic Appeal Form Stage Two (Review Stage) Partner Institutions

You should complete this form only if you wish to appeal against one of the following:

- a decision to reject a Stage One Academic Appeal where you believe that the correct procedures were not followed;
- an upheld Stage One Academic Appeal where you believe that, as a result of a procedural irregularity, the proposed remedy does not address all of the factors upheld by the institution

If you consider that you have grounds to submit a Stage Two Appeal, please complete this form.

You can find guidance on the appeal process and help with completing the forms on the UEA Academic Partnerships website at:

<https://portal.uea.ac.uk/documents/6207125/27191232/Academic+Appeals+and+Complaints+Guidance+Document.docx/>

If you choose to submit a Stage Two Appeal (Review Stage), you are strongly advised to seek advice from the student services department at your institution.

It is preferable to submit your appeal form and supporting evidence electronically and in PDF format. A paper copy will be accepted only if circumstances prevent you submitting electronically. The boxes below will expand automatically when you type into them. Please ensure that you attach copies of all evidence with your form.

Please submit this form within 15 working days of the date on which you were formally advised of the Stage One outcome.

1. Your Personal Details	
Title	
First name	
Last name	
Name of institution	
Name of course	
Undergraduate or Postgraduate	

Address (the postal address you wish us to use to communicate with you about your appeal)		
	Postcode	
Institution email address		
Personal email address (if you wish us to also send communication about your appeal to a personal address)		
Are you a Tier 4 visa student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. Grounds for Appeal	
A. A decision to reject a Stage One Academic Appeal where you believe the correct procedures were not followed	<input type="checkbox"/>
B. A Stage One Academic Appeal upheld by the institution where you believe that, as a result of a procedural irregularity, the proposed remedy does not address all of the factors of your appeal	<input type="checkbox"/>

3. Details of Stage One Appeal	
On what date were you informed of the Stage One outcome	

4. Supporting Statement
Please detail below the reason(s) for your Stage Two Appeal:

5. Supporting Evidence
Please note: the University will not normally consider evidence supplied at Stage Two that was not submitted with your Stage One Appeal unless there are exceptional circumstances why this evidence was not available. If you are submitting additional evidence you must detail in statement (section 3) why this was not submitted with your Stage One Appeal.

Evidence must be submitted in English. Where the original evidence is written in a different language an official translation must be submitted along with the original evidence. Translations of evidence will not be considered without sight of the original.

Please list and number the **additional** evidence below:

1.

2.

3.

4.

5.

6. Checklist

Please use this section to ensure you have completed your appeal correctly

You must:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Read the Academic Appeals Guidance document:
https://portal.uea.ac.uk/documents/6207125/27191232/Academic+Appeals+and+Complaints+Guidance+Document.docx/ |
| <input type="checkbox"/> | Enter your contact details (section 1) |
| <input type="checkbox"/> | Select what you are appealing against (section 2) |
| <input type="checkbox"/> | Provide the date you were informed of the Stage One outcome (section 3) |
| <input type="checkbox"/> | Provide a supporting statement (section 4) |
| <input type="checkbox"/> | Read, sign and date the declaration (section 7) |
| <input type="checkbox"/> | Attach your evidence in PDF format with this form in PDF format |

7. Declaration

I confirm that the information given on this form and in the supporting documents is true to the best of my knowledge and belief. I confirm that where I have submitted evidence all documents are true copies of the original document, and where evidence relates to a third party, that I have obtained the permission of the said third party to submit the evidence with this appeal. I understand that I should not submit original documents and that submitted documents in support of my academic appeals cannot be returned to me.

If submitting this form via email, please insert your scanned signature or type your name in the signature box below:

Signed	
Date	

DOCUMENT OWNER: Hannah Jackson
DOCUMENT TYPE: Form
APPROVED BY: Academic Partnerships
VERSION NUMBER: 1.0
DUE FOR REVIEW: August 2019

SUMMARY:

Partner institution Stage Two Academic Appeal form

VERSION LOG:

Date	Version no.	Summary of changes	Author	Approved by
August 2018	1.0		Academic Partnerships	Academic Partnerships