

Regulations Governing Academic Appeals for Students

Senate Appeals Request Form

This form should be submitted to the Head of Academic Appeals and Student Complaints within 20 working days of notification of the decision of the Academic Appeals Panel.

In completing this form please refer to the Regulations Governing Academic Appeals <http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html> and the guidance notes attached to this form.

You are strongly encouraged to seek advice from the SUSU Advice Centre in preparing this documentation. Email advice@susu.org or telephone 023 8059 2085.

Section 1: About you

Student ID no				
Name				
Address for correspondence				
Telephone contact				
Email contact (please use university email address if possible)				
Faculty				
Year of Study				
Programme of study				
Date you first enrolled on your programme of study				
Year of regulations under which appeal is made (Please see attached guidance note)	Current Year	Tick ✓	Regulations in force at date of registration	Tick ✓
Date of Academic Appeal Panel Decision				

Section 2: Your request for appeal – Grounds for Appeal *(See Paragraph 5.1 of Regulations Governing Academic Appeals by Students)*

Students may appeal to the Senate Appeals Committee against the decision of the Academic Appeals Panel if they can produce evidence on one or both of the following grounds.

That they possess new evidence not available at the time of the Academic Appeals Panel meeting		Tick ✓
i. Title and / or code of module (s) and /or examination concerned.		
ii. Describe the new evidence you are submitting and how it supports your appeal.		
iii. Date (s) on which the new evidence occurred.		
iv. List documents you are submitting as evidence for your appeal. (Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed. Without consent, the documents cannot be accepted as forming part of the appeal).	Description of Documents	Signature
v. Please state your preferred outcome (s).		

That there has been a significant failure of due process in the conduct of the Academic Appeals Panel;		Tick ✓
i. Title and / or code of module (s) and /or examination concerned.		
ii. Describe the significant failure of due process in the conduct of the Academic Appeals Panel and how this may have affected you. <i>(Please note - disagreement with the decision of the Academic Appeals Panel is not considered a 'failure of due process' and therefore cannot be submitted as a grounds for appeal)</i>		
iii. Date (s) on which the significant failure of due process occurred.		
iv. List documents you are submitting as evidence for your appeal. (Documents may contain sensitive material, under the Data Protection Act 1998 we are required to obtain your consent for members of the Committee to view this personal data. Please indicate your consent by signing next to each document listed. Without consent, the documents cannot be accepted as forming part of the appeal).	Description of Documents	Signature
v. Please state your preferred outcome (s).		

I have enclosed the response from the Faculty following the decision of the Academic Appeals Panel.	Tick ✓

I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary.			
Student Signature:		Date:	

The Senate Appeals Request Form should be submitted to the Secretary of the Senate Appeals Committee, the Head of Academic Appeals and Student Complaints, **within 20 working days** of the Academic Appeals Panel decision, indicating your grounds for appeal to the Senate Appeals Committee.

Please note: New information cannot be submitted at a later date, unless it was not known to you at the time of submitting this appeal. Please make sure you attach all relevant documents to this form.

Guidance notes

Completion of the Senate Appeals Request Form

Section 1: About you

- **Student ID** – enter your University ID number which can be found on your ID card.
- **Name** – enter your full name.
- **Address for correspondence** – Address you wish to be contacted at.
- **Telephone contact** – enter all telephone numbers we may use to contact you e.g. Home, mobile/cell.
- **Email contact** – ideally this should be your university email address.
- **Faculty** – enter the name of the Faculty you are enrolled to study in.
- **Year of study** – enter the year you are currently in e.g. 1st, 2nd etc.
- **Programme of study** – enter the title of the course you are studying.
- **Date you first enrolled on your programme of study** – enter the month and year in which you started your course (e.g. October 2007).
- **Year of regulations under which appeal is made** – Please tick to confirm if you are using the current appeal regulations, or those in force at the time you first registered. The regulations used must be the same as the ones used at stages 1 & 2 of the process. As explained in the Student Handbook, each year the University reviews and improves its regulations in order to provide clear robust procedures which are student centred with the intention that all appeals will be processed according to the regulations which have been approved for the current year. You may apply to use the Appeal Regulations in force when you first registered for your programme only if you can demonstrate that you will be substantially disadvantaged by having to use the current Appeal Regulations.

Section 2: Your request for appeal – Grounds for Appeal

You may only appeal to the Senate Appeals Committee against the decision of the Academic Appeals Panel if you can produce evidence of one or both of the 2 grounds specified in 5.1 of the regulations.

If you are appealing on the grounds that you **possess new evidence not available at the time of the Academic Appeals Panel meeting** put a tick next to this on page 2 and respond to all five points

If you are appealing on the grounds that **there has been a significant failure of due process in the conduct of the Academic Appeals Panel** put a tick next to this on page 3 and respond to all five points

- i. Enter the type (e.g. Upgrade from MPhil to PhD) title (e.g. Research Methods) and / or module code (e.g. BIOL 2016) associated with the assessment which has been affected
- ii. Enter full details of your case here. Describe in detail:
 - **The new evidence not available at the time of the Academic Appeals Panel meeting.** Explain why the evidence was not available at the time and how this evidence directly affected the assessment of the academic work you refer to in point i above.

and/or

 - **The significant failure of due process in the conduct of the Academic Appeals Panel.** Explain the significant failure and how this has affected you. An example of what could constitute a significant failure in due process in the

conduct of the panel could be that a member of the Academic Appeals Panel had been involved in previous discussions with the student about their appeal.

- iii. Enter the date (s) or timeframe within which:
- The new evidence became available. For your appeal grounds to be valid this date must be after the date of the Appeals Panel Hearing.
and/or
 - The significant failure of due process occurred. This may be the date of the Panel hearing and/or the date of the preliminary meeting or another date.
- iv. List evidence in the table and sign next to each document which you are submitting, so that the Senate Appeals Committee may view this information. All documentation must be in English or accompanied by attested translations. It is your responsibility to commission and supply all documentary evidence. The Senate Appeals Committee cannot give full weight to any circumstances cited in this appeal that are not accompanied by independent written verification.
- v. State clearly your preferred outcome(s) in relation to your appeal - if there is more than one please list them clearly.

Ensure you place a tick in the box on page 5 to confirm that you have enclosed the response from the Faculty following the decision of the Academic Appeals Panel

Sign and date the form to declare that the information you have given is true to the best of your knowledge and that you are willing to answer further questions relating to it if necessary.