

**Regulations Governing Academic Appeals for Students 2013/14**

## Stage 2 Form

When submitting this form please ensure that it is **accompanied by the completed Notice to Appeal Form and a copy of the Preliminary Report from Stage 1**

This form should be submitted to the Faculty Education Manager within **5 working days** of the date of the Preliminary Report.

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](mailto:advice@susu.org) or telephone 023 8059 2085.

### Section 1: About you

<b>Student ID no</b>	
<b>Name</b>	
<b>Address for correspondence</b>	

### Section 2: Notice to Appeal and Preliminary meeting

<b>Notice to Appeal attached</b>	<b>Tick to confirm</b>	
<b>Preliminary Report attached</b>	<b>Tick to confirm</b>	
<b>Date of Preliminary meeting</b>		
<b>Outcome of preliminary meeting</b>		

**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.**

<b>Student signature:</b>		<b>Date:</b>	
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# Guidance notes

## Completion of the Appeals Request Form

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

This form must be accompanied by a completed Notice to Appeal Form, which can be found at Appendix A of the Regulations, and the Preliminary Report

### Section 1: About you

Only limited information is required here, as full details should be provided on the Notice to Appeal

### Section 2: Notice to Appeal and Preliminary meeting

Please tick to confirm that you have enclosed a copy of the Notice to Appeal and the Preliminary Report.

You must also confirm the date and outcome of the preliminary meeting. Please also attach a copy of the preliminary report.

Further information about where to send this form can be found in Appendix E of the [Regulations Governing Academic Appeals by Students](#)