

## Regulations Governing Academic Appeals for Students 2013/14

### Stage 3 Form

When submitting this form please ensure that it is **accompanied by copies of all documentation from the previous stages of the process.**

This form should be submitted to the Head of Academic Appeals and Student Complaints within **10 working days** of notification of the final decision of the Partial or Full 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](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: Grounds for appeal

Students may appeal to the Senate Appeals Panel against the decision of the Full or Partial Academic Appeals Panel only on the ground that there has been a significant failure of due process in relation to Stage 2 of the Academic Appeals Procedure.

<b>i. Describe the significant failure in due process</b>		
<b>ii. List documents you are submitting as evidence for your appeal.</b>	<b>Description of Documents</b>	<b>Signature</b>

<p>(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).</p>		

<p><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></p>			
<p><b>Student signature:</b></p>		<p><b>Date:</b></p>	

# 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 the Notice to Appeal Form, which can be found at Appendix A of the Regulations

### Section 1: About you

Only limited information is required here, as full details should be provided in other documentation submitted.

### Section 2: Grounds for appeal

Students may appeal to the Senate Appeals Panel against the decision of the Partial or Full Academic Appeals Panel only on the ground that there has been a significant failure of due process in relation to Stage 2 of the Academic Appeals Procedure.

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