

## Regulations Governing Academic Appeals for Students

### 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

Student ID no			
First Name		Title	
Family Name/Surname			
Address for correspondence			

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

Notice to Appeal attached	Tick to confirm	
Preliminary Report attached	Tick to confirm	
Date of Preliminary meeting		
Outcome of preliminary meeting		

**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:	
--------------------	--	-------	--

# 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](#)