

Regulations Governing Academic Appeals by 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 Academic Registrar 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 Students' Union Advice Centre in preparing this documentation. Email _advice@unionsouthampton.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		

Section 3: Your evidence

You should submit your evidence with this form and that may include new or additional evidence not considered by the University at Stage 1.

<p>List documents you are submitting as evidence for your appeal.</p> <p>Please be aware that if you intend to rely upon evidence that has implications for a third party, this evidence may, in the interests of natural justice, be shared with that third party. The third party may also be requested to give evidence to any panel or individual member of staff investigating your case.</p>	Description of Documents

<p>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. I confirm that I understand any documentation submitted as part of my appeal will be shared with members of the Partial and, where appropriate, Full Academic Appeals Panel, as well as those administering the appeals process. Any documentation that has implications for third parties may also be shared with those third parties in the interests of natural justice.</p>			
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 your completed Notice to Appeal Form, , the Preliminary Report, and your evidence, including any new evidence.

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](#)