

## Regulations Governing Academic Appeals by Students

### Notice to Appeal (Stage 1)

This form should be submitted to the Curriculum and Quality Assurance Team in the Faculty in which you are registered (see Appendix E of the [Regulations Governing Academic Appeals by Students](#)) within **10** working days of notification of the decision giving rise to the appeal (5 working days in the case of supplementary examinations).

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

#### Section 1: About you

<b>Student ID no</b>			
<b>First Name</b>			<b>Title</b>
<b>Family Name/Surname</b>			
<b>Address for correspondence</b>			
<b>Telephone contact</b>			
<b>Email contact</b> (please use university email address if possible)			
<b>Faculty</b>			
<b>Year of Study</b>			
<b>Programme of study</b>			
<b>Date you first enrolled on your programme of study</b>			
<b>Year of regulations under which appeal is made</b> (Please see attached guidance note)	<b>Current Year</b>	<b>Tick ✓</b>	<b>Regulations in force at date of registration</b>
<b>If not using current regulations please explain substantial disadvantage</b> (see attached guidance notes)			

## Section 2: Your request for appeal

2a) The decision you are appealing against.

Please state the decision you are appealing against	
Title and / or code of module (s) and/or examination (s) concerned.	
Date the decision was communicated to you	
Please state your preferred outcome(s).	

2b) You may only appeal against a decision if you can show on a balance of probabilities that you satisfied one or more of the three grounds in Section A, paragraph 4 of the Regulations Governing Academic Appeals by Students.

Please confirm on which of the grounds you are basing your appeal:

That you possess <u>new substantive information supported by evidence</u> which was not known by you and/or the evidence could not reasonably have been obtained by you in time to present to the first board or panel of the University which made the original decision.	
That there has been <u>significant failure of due process</u> in the making of the original decision (including but not limited to irregularity in the procedures of the University or significant computational or administrative errors of fact in results published), which you believe affected the University's original decision.	
That your performance had been <u>adversely affected by illness or by other factors (e.g: family crisis) which, in exceptional circumstances, you were unable or for valid reason unwilling to disclose to the University before it made its decision.</u>	

<b>That he/she possesses <u>new substantive information supported by evidence</u> which was not known by the student and/or the evidence could not reasonably have been obtained by the student in time to present to the first board or panel of the University which made the original decision.</b>		<b>Tick</b> ✓
<b>i. Describe the new substantive information and the date this information became known to you.</b>		
<b>ii. Explain how you believe this information would have impacted upon the decision appealed if the board or panel making the decision had been in possession of the information at the time it made the original decision.</b>		
<b>iii. Explain why this information was not known to you and/or why the evidence detailed below could not reasonably have been obtained in time to present to the first board or panel of the University which made the original decision.</b>		
<b>iv. List documents you are submitting as evidence for your appeal.</b>  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.	<b>Description of Documents</b>	

<b>That there has been significant failure of due process in the making of the original decision (including but not limited to irregularity in the procedures of the University or significant computational or administrative errors of fact in results published), which the student believes affected the University's original decision.</b>		<b>Tick</b> ✓
<b>i. Describe the significant failure in due process</b>		
<b>ii. Explain how you believe this affected the University's decision</b>		
<b>iii. List documents you are submitting as evidence for your appeal.</b>	<b>Description of Documents</b>	
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.		

<b><u>That your performance had been adversely affected by illness or by other factors (e.g: family crisis) which, in exceptional circumstances, you were unable or for valid reason unwilling to disclose to the University before it made its decision.</u></b>		Tick ✓
i. Describe the illness or other factors		
ii. Explain how your performance was affected		
iii. Explain why you were unable or unwilling to disclose this information to the University before it made its decision.		
iv. List documents you are submitting as evidence for your appeal.	<b>Description of Documents</b>	
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.		

**Section 3: Declaration**

<p><b>I declare that the information given in this form is true to the best of my knowledge and that I am 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 an appropriate member of staff at stage 1, 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.</b></p>			
<b>Student signature:</b>		<b>Date:</b>	

This form should be submitted to the Curriculum and Quality Assurance Team of the Faculty in which you are enrolled **within 10 working days** of date the appealed decision was first communicated to you; or **within 5 workings days** of the publication of the results of pre-sessional and/or supplementary examinations.

The Faculty should complete the following box and ensure the appeal is appropriately logged.

Form Received by	
Date	

# Guidance notes

## Completion of the 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 will 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. 1<sup>st</sup>, 2<sup>nd</sup>
- **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 e.g. October 2007 in which you started your course
- **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. 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.
- **If not using current regulations please explain substantial disadvantage** – If you are using the current regulations then leave this box blank. If you are using the regulations in force at the time you registered, you must explain here why you believe you would be substantially disadvantaged by using the current regulations

### Section 2: Your request for appeal – Grounds for Appeal

#### 2a) The decision you are appealing against

- Please state the decision you are appealing against - e.g. termination of registration
- Please state 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
- Please confirm the date that the decision was first communicated to you
- Please confirm what you would like to happen as a result of your appeal

#### 2b) You may only appeal against a decision if you can show on a balance of probabilities that you satisfy one or more of the three grounds in Section A, paragraph 4 of the Regulations Governing Academic Appeals by Students.

Please tick the box next to the ground(s) under which you are appealing

In the next pages you must give more detail about the ground(s) you are appealing on

If you are appealing on the grounds that:

- **You possess new substantive information supported by evidence which was not known by you and/or the evidence could not reasonably have been obtained by you in time to present to the first board or panel of the University which made the original decision.- complete page 3**
- **That there has been significant failure of due process in the making of the original decision (including but not limited to irregularity in the procedures of the University or**

significant computational or administrative errors of fact in results published), which you believe affected the University's original decision.- complete page 4

- That your performance had been adversely affected by illness or by other factors (e.g: family crisis) which you can demonstrate, in exceptional circumstances, you were unable or for valid reason unwilling to disclose to the University before it made its decision.- complete page 5

Please sign the form to declare that the information you have given is true to the best of your knowledge, that you are willing to answer further questions relating to it if necessary and that you understand your appeal documentation may be shared with the parties mentioned.

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