

Regulations Governing Academic Appeals by Students

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 **5 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 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	
Family/Surname	
Address for correspondence	

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.

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

<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>		

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 Senate 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.

Student signature:		Date:	
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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 copies of all documentation from the previous stages.

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](#)