



# Support Advice Centre

## EXAMPLE OF COMPLETED NOTICE TO APPEAL FORM



### 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 by Students](#) and the guidance notes, which can be found at the end of this form.

You are strongly encouraged to seek advice from the Students' Union Advice Centre in preparing this documentation. Email [advice@susu.org](mailto:advice@susu.org) or telephone +44 (0)23 8059 2085.

#### Section 1: About You

Student ID no	12345678		
First Name	Joe	Title	Mr
Family Name/Surname	Blogs		
Address for correspondence	123 Example Street, Southampton, SO17 1BJ		
Telephone contact	012345678		
Email contact	example@example.com		
Faculty	Faculty of Arts and Humanities		
Year of Study	1st		
Programme of study	English		
Date you first enrolled on your programme of study (eg 2017/18)	2018		
Year of regulations under which appeal is made	Current year	<input checked="" type="checkbox"/>	
	Regulations in force at date of registration*	<input type="checkbox"/>	
* If not using the current year regulations, please explain substantial disadvantage			

Make sure you write correct contact details in case University needs to contact you during your appeal

The current year of your study

When did you first enrol on your programme of study?

Tick 'current year', unless you believe using the current appeals regulations would disadvantage you. In that case you need to explain how you would be disadvantaged



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## Section 2: Your request for appeal

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

Write who made the decision you are appealing against, e.g. Exam Board, Academic Integrity Panel, or other Panel

Please state the decision you are appealing against.	Exam Board decision regarding failed mark of an exam
Title and/or code of module(s) and examination(s) concerned.	ENGL12345
Date the decision was communicated to you. (dd/mmm/yyyy)	01/06/2019
Please state your preferred outcome(s).	To be able to take uncapped referral

Date you received formal decision, or 'ratified result'

What outcome would you like from the University? Be realistic and mindful of the normal regulations restrictions, e.g. you can't ask for 'more marks'.

### 2 (b) 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 (select all that apply):

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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
That your performance had been <u>adversely affected</u> by illness or by other factors (e.g. family crisis) which, in exceptional circumstances, you were <u>unable or for valid reason unwilling to disclose to the University before it made its decision.</u>	<input checked="" type="checkbox"/>

The first thing you do when considering an appeal is to establish which ground/s apply to your situation. Here you have to 'tick' which of the grounds for appeal you have. Read them carefully as they are different and require different sorts of evidence/proof.



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Complete this section only if you have selected this as your grounds for appeal.

<p><b>That you possess <u>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.</u></b></p>		<input type="checkbox"/>									
<p><b>(i) Describe the new substantive information and the date this information became known to you.</b></p>	<input type="text"/>	<p>What is your new evidence/information and when did you obtain it, or find out about it?</p>									
<p><b>(ii) Explain how you believe this information would have impacted on 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></p>	<input type="text"/>	<p>What difference would it have made if you had the information at the time the decision was being made?</p>									
<p><b>(iii) Explain why this information was not known to know and/or why the evidence detailed below could not reasonably have been obtained in time to present to the first board or panel or the University which made the original decision.</b></p>	<input type="text"/>	<p>Why didn't you have this information at the time the decision was made? Or why were you unable to obtain it in time for the decision?</p>									
<p><b>(iv) List documents you are submitting as evidence for your appeal.</b></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>	<p><b>Description of Documents</b></p> <table border="1"> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> <tr><td><input type="text"/></td></tr> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Names of the documents you are attaching as evidence to support the grounds.

**Note to section (ii):** By 'decision' we mean the Board of Examiners' or other Panel's decision, or any other formal decision you mentioned in section 2 (a) of this form.

**Note to section (iv):** There are no definite rules on what you should submit. The advice is to submit the best evidence you are able to or explain why it is unavailable.



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Complete this section only if you have selected this as your grounds for appeal.

That there has been <b>significant failure of due process</b> 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.		<input type="checkbox"/>
(i) Describe the significant failure in due process.		
(ii) Explain how you believe this affected the University's decision.		
(iii) List documents you are submitting as evidence for your appeal.  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>	

What is the significant failure of process? Which process, or policy was not followed? Indicate regulations, administrative process or policy that was not followed correctly. It is helpful to refer to the exact regulations.

How the failure you described impacted on the decision you are appealing?

Names of the documents you are attaching as evidence to support the grounds.



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Complete this section only if you have selected this as your grounds for appeal.

<p><b>That your performance had been adversely affected by illness or by other factors (e.g: family crisis) which, in exceptional circumstances, you were <u>unable</u> or for valid reason unwilling to disclose to the University before it made its decision.</b> <input checked="" type="checkbox"/></p>	
<p><b>(i) Describe the illness or other factors.</b></p>	<p>I was taken ill a day before the exam with a suspected appendicitis</p>
<p><b>(ii) Explain how your performance was affected.</b></p>	<p>I was not able to sit the exam as I was in hospital</p>
<p><b>(iii) Explain why you were unable or unwilling to disclose this information to the University before it made its decision.</b></p>	<p>I could inform the University at the time as I was in hospital for 2 weeks because of the complications and I missed the deadline for Special Considerations.</p>
<p><b>(iv) List documents you are submitting as evidence for your appeal.</b></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>	<p><b>Description of Documents</b></p>
	<p>Hospital discharge note</p>
	<p>GP letter</p>
	<p>█</p>
	<p>█</p>

What crisis or illness affected you?

Describe how the illness or crisis affected the exams, studies or your performance. What was the actual impact?

Why were you unable to tell the University about it? Why did you not submit a Special Considerations request?

Names of the documents you are attaching as evidence to support the grounds.

**Note to section (iii):** This is very important section. You have to demonstrate that there was a valid reason why you did not tell the University about your crisis. Not knowing about Special Considerations policy, or not knowing how big the impact was until the result were published, is unlikely to be considered 'a valid reason' for non-disclosure



## Section 3: Declaration

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 that:

- 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;
- where necessary, the appropriate member of staff at Stage 1 and the board or panel that made the original decision may take steps to verify the accuracy of any points raised in my appeal;
- information, making clear my progression position (e.g. marks profile and Special Considerations outcomes), may be provided to the appropriate member of staff at Stage 1, as well as those administering the appeals process.

Student signature:		Date (dd/mmm/yyyy):	05/06/2019
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*This form should be submitted to the Curriculum and Quality Assurance Team of the Faculty in which you are enrolled (see Appendix 1 of the [Regulations Governing Academic Appeals by Students](#)), either **within 10 working days** of the date the decision you wish to appeal was first communicated to you, or **within 5 working days** of the publication of the results of pre-sessional and/or supplementary examinations.*

Make sure you sign and date the form



## Guidance notes: completion of the Notice to Appeal (Stage 1) 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 of Southampton email address
- **Faculty** - enter the name of the Faculty you are enrolled to study in
- **Year of study** - enter the year you are current 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** - check one box to confirm if you are (a) using the current year appeal regulations or (b) those in force at the time you first registered. 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 do not check this box. 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

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

- Please state the decision you are appealing against – e.g. termination of registration, degree classification
- Please state the type (e.g. upgrade from MPhil to PhD) title (e.g. Research Methods) and/or module code (e.g. BIOL2016) 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.

#### 2 (b) 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 check 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, 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](#).