|  |  |
| --- | --- |
| **For QEO Use Only** | |
| Date R’cvd |  |
| A&R |  |
| Late |  |



**ACADEMIC APPEAL FORM – FORMAL PROCEDURE STAGE 2 (REVIEW)**

This form is to be completed for all appeals to be dealt with under Stage 2 of the Academic Appeals Procedure **within 10 working days** of receipt of the Stage 1 outcome.

This form should only be used if you have received the outcome of a Stage 1 academic appeal and you are dissatisfied with the outcome.

Independent help and advice about completing this form can be obtained from the Advice Centre in the Students' Union by emailing at [advicecentre-ussu@salford.ac.uk](mailto:advicecentre-ussu@salford.ac.uk). Further information on the Advice Centre can be found here: <https://www.salfordstudents.com/advice>

The Academic Appeals Procedure and information for students, is available at: <https://www.salford.ac.uk/askus/academic-support/academic-appeals>

# DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT

|  |  |
| --- | --- |
| Name[[1]](#footnote-1): | Student Number: @ |
| Programme: | Level: |
| School/Partner College: | Year of Study: |
| Address for correspondence in connection with the appeal | |
| ………………………………………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………………  Postcode…………………………………………. Telephone Number ………………………………………………….. | |

|  |  |
| --- | --- |
| **An appeal/request for review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.** | |
| 1. that there was a procedural irregularity at Stage 1 of the Academic Appeals Procedure which has materially disadvantaged the student; |  |
| 1. the emergence of new and relevant evidence which, for good and reasonable cause, was not available during Stage 1; |  |
| 1. that evidence is available to show that the outcome reached at an earlier stage was manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar hearing or process of consideration might have reached. |  |
| **In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the response you have received at Stage 2 of the Academic Appeals Procedure.** | |
| **Ground A**  Please explain why you believe that there was an ‘irregularity’ in how your appeal has been considered at a previous stage of the process and how you believe this has affected the outcome. | |
| **Ground B**  Please list the evidence you intend to use, explain why this was not available at an earlier stage of the academic appeals procedure and its relevance to your appeal (attach any relevant information). | |
| **Ground C**  Please explain why you believe the outcome reached at an earlier stage was ‘manifestly unreasonable’ and the evidence you wish to use to support this (attach any relevant information). | |

|  |
| --- |
| **If you have missed the deadline to submit your appeal at Stage 2, you will need to provide reasons for the delay and include supporting evidence with your appeal form (e.g. if you were ill or incapacitated during the relevant time period, you should provide medical evidence).** |
|  |

|  |
| --- |
| **Please indicate, without prejudice, what outcome or further action you are expecting:** |
|  |

|  |  |
| --- | --- |
| Declaration I declare that the information given in this form is true, and that I would be willing to answer further questions relating to it if necessary. | |
| Signed: | Date: |
| **Ways To Submit Your Academic Appeal** | |
| To submit the form and other documentation please use this e-mail address:  [**academicappeals@salford.ac.uk**](mailto:academicappeals@salford.ac.uk) | |

1. In the case of a Group Appeal, please ensure that a Group Appeal Consent Form is completed listing all complainants: [↑](#footnote-ref-1)