# Appendix 3: Stage 3 Academic Appeal Review Request Form

This form should be **completed by the student** wishing to make a request to review a Stage 2 academic appeal decision under [Stage 3](#_Stage_3:_Academic) of the [UCO’s Academic Appeals Policy & Procedures](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy).

Please ensure you submit this form **within 10 working days** of receiving written notification of your Stage 2 academic appeal decision.

Review requests submitted after this timeframe will be deemed to be out of time and will not be considered unless you submit clear documentary evidence that the UCO deems demonstrates that you were prevented from submitting the request by the deadline.

Please note that new evidence will not be considered as part of an academic appeal review.

You are advised to consult the [Student Support Team](https://bso.sharepoint.com/sites/StudentSupport) for procedural advice and welfare support; please note that this form **cannot be completed on your behalf** by the Student Support Team.

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| **Student Name:** | |  | | | | | |
| **UCO Email Address:** | |  | | | | | |
| **Address:** | |  | | | | | |
| **Phone Number:** | |  | | | | | |
| **Course:** | |  | | | | | |
| **Year of Study:** | |  | | | | | |
| **Date of Notification of Your Stage 2 Academic Appeal Outcome:** | | (Attach the notification your received) | | | | | |
| **Are you submitting your appeal within 10 working days of the date of notification of the decision?** | | | | | Yes / No | | |
| **If no, please state the reasons why:**  Please provide copies of any evidence to support the reasons why you are submitting your appeal out of time.  You should also use this section to provide an explanation where any additional evidence is to be provided outside of the 10-working day timeframe. | | | | | | | |
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| Grounds for Appeal:  Please identify the grounds upon which you wish to make your academic appeal review request and identify any evidence you have to support this: | | | | | | | |
| **Grounds for an Academic Appeal Review Request**  **(You may select more than one)** | | | **Check (X)** | | | **Supporting Evidence?** | |
| 1. That the **academic appeal procedures were not followed properly**, in which case the student should reference the section or paragraph of these procedures which they believe have not been properly followed. | | |  | | |  | |
| 1. That the **Stage 2 decision reached was unreasonable considering the circumstances**, in which case the student should demonstrate how the decision-making was unreasonable, for example if the AAP excluded a highly relevant piece of information or included something totally irrelevant. | | |  | | |  | |
| 1. That the **student has new and relevant material evidence or information has emerged that they were unable, for valid reasons, to provide earlier in the process**, in which case the student should provide the evidence or information and evidence that supports why they were unable to provide it earlier in the process. | | |  | | |  | |
| 1. That there **was bias or reasonable perception of bias during the procedure**, which relates to the composition of the AAP and where the student can demonstrate that a member of the AAP was personally biased against them, for example, there is correspondence or remarks from an AAP member to the student that indicates bias against the student as an individual. | | |  | | |  | |
| **Provide a summary of your Grounds for Review:**  Using your chosen grounds for requesting a review, please provide an explanation as to why you are not satisfied with the outcome of the Stage 2 formal academic appeal stage, providing an explanation for each of the grounds of appeal (a-d) you have selected above, and where possible make reference to specific pieces of evidence that support your reasons.  If you are making an appeal on the grounds of new and relevant material evidence or information (c), it is important to not only explain how they affected your performance, but also the reasons why you were not able to make them known earlier in the process. | | | | | | | |
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| **Supporting Evidence:**  Please list here any documentation you are submitting in support of your review request. This may include, for example, medical certificates, emails, letters or notes of meetings. Evidence should be provided electronically in the first instance. We may ask you to provide original copies of some evidence. If so, these will be returned to you at the earliest opportunity.  **If you are submitting evidence in support of your appeal that relates to another person, e.g. a family member, then you must provide their written consent. This includes specifically any evidence related to their race, ethnic origin, political views, religion, trade union membership, genetics, any ID biometric information, health, criminal convictions, offences, related security measures, sex life or sexual orientation. A failure to provide this consent may result in your appeal being delayed, or we may not be able to consider this aspect of your appeal. Any third-party data you supply will be held for one year after the completion of your academic appeal. This allows for the completion of all external processes you might wish to approach on completion of your academic appeal.**  **Any evidence found to be fraudulent will be referred to the** [**Student Code of Conduct & Disciplinary Procedures**](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy)**.** | | | | | | | |
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| **Declaration:**  **Please read the following carefully and before you sign and submit this form:**  By signing this form, you confirm that you agree to the following:   1. That you have read and understood the [UCO’s Academic Appeals Policy & Procedure](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy). 2. That you have included all the issues and supporting evidence (including consent relating to any third-party evidence) that you wish to be considered and understand that the UCO may refuse to take on any additional matters which are introduced later in the process. 3. That the information contained in this form and evidence included as part of your academic appeal review request is a true and accurate account and that any fraudulent claims or evidence submitted may be referred to the [UCO’s Student Code of Conduct & Disciplinary Procedures](https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy). 4. That the information contained in this form and evidence included as part of your academic appeal may be shared with the relevant UCO departments. This includes but is not limited to staff appointed to review your case, relevant academic staff, the Registrar and relevant Student Support Team staff. 5. That you have the written consent of any third party to submit and use their data in support of your academic appeal review request. | | | | | | | |
| **Signed:** |  | | | **Date:** | | |  |

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| **Submitting your Academic Appeal:**  Once you have completed all sections of this form, please send the completed form and all accompanying evidence to the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx). Any evidence should also be scanned, saved in PDF format, and clearly labelled to ensure compatibility. Email is strongly preferred for the submission of your academic appeal. However, if you feel you need to submit your form and evidence in hardcopy, then please contact the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx) to discuss alternative arrangements.  If you do not receive an email confirming receipt of your appeal within 5 working days, please contact the [Registrar](https://bso.sharepoint.com/sites/StudentPortal/SitePages/Academic-Registry.aspx).  Please note, the UCO will aim to consider your academic appeal review request promptly, but each case is considered carefully and thoroughly and sometimes this can take several weeks. The decision can only be communicated to you in writing, so it is very important that you check your UCO email address regularly.  Please keep a copy of this form and any supporting documentation for your records. |