

## ACADEMIC APPEAL FORM (Review Stage)

You should complete this form if you have been notified of the outcome of your Formal Stage Academic Appeal and are still not satisfied. If the issue you are concerned about is more generally related to academic matters but not academic results, you should use the Student Complaints Procedure available on MySuffolk and the University of Suffolk website.

Before completing this form, it may help to seek advice about your concerns. Support and advice is available from a number of sources – try speaking to your tutor, personal tutor, or supervisor. Student Services and/or the Students' Union Advice Service will also provide confidential and independent advice.

If you have any concerns or queries about filling in any part of the form, the people mentioned above will be pleased to discuss these with you.

### SECTION A – YOUR PERSONAL DETAILS

Full Name			
Student Code			
Preferred address for postal correspondence			
		Post Code	
Telephone number			
Email address			

**NOTE:** Acknowledgement of receipt of your form and any progress updates will be sent to your University of Suffolk email address, and copied to the address provided above.

If the contact details above are different to those held by the University please update your contact details as soon as possible on OASIS.

### SECTION B – YOUR COURSE DETAILS

School or Partner Institution	
Course title	
Level/Year of study	
Full-time or Part-time	

**SECTION C – YOUR FORMAL STAGE APPEAL**

When did you submit your formal stage appeal?

What was the outcome of your formal stage appeal?

When were you informed about the outcome of your formal stage appeal?

**SECTION D – YOUR REVIEW STAGE APPEAL**

**D1: What academic result/decision do you want to appeal at review stage?** *(tick all that apply)*

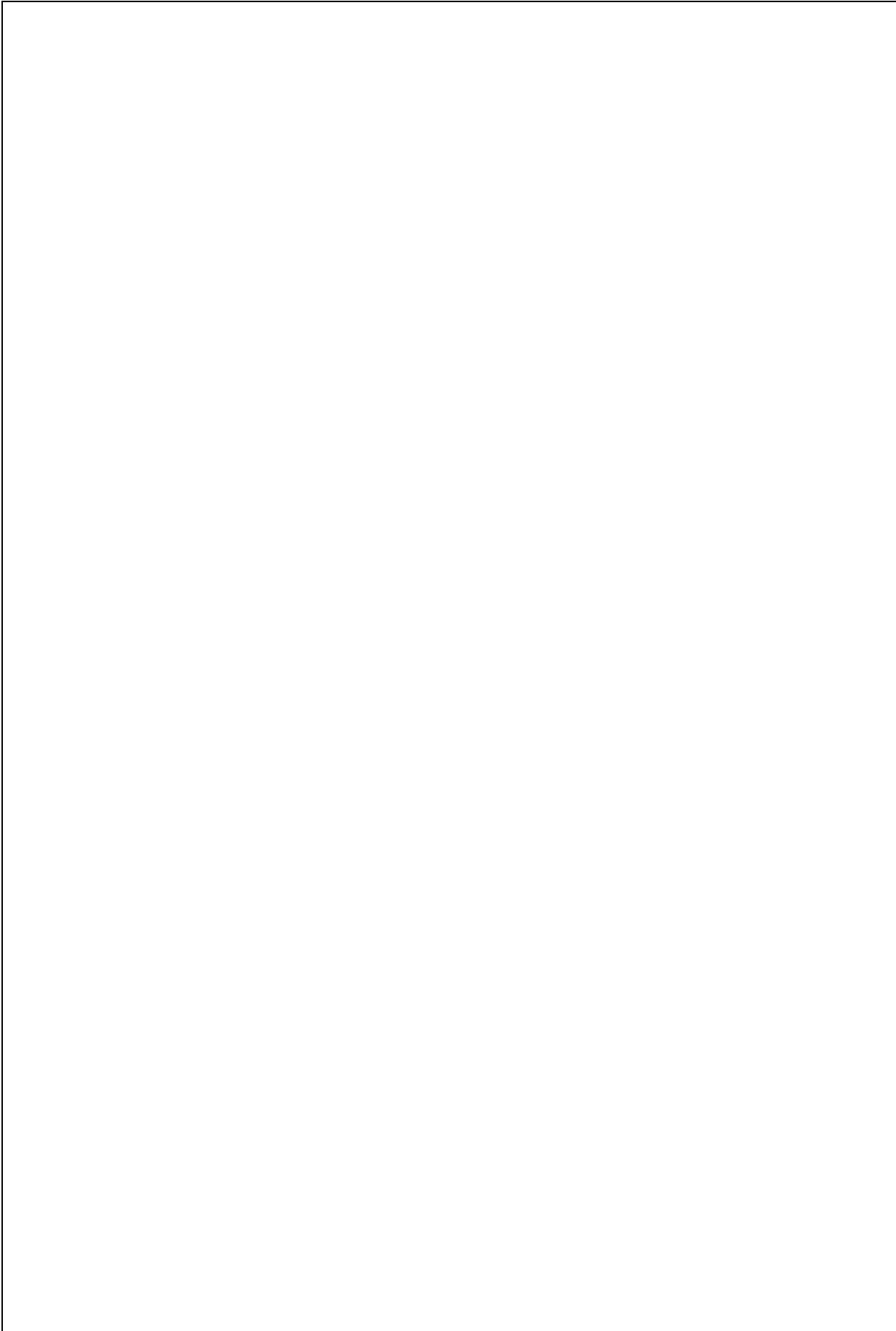
	A module result (or component thereof)
	Required withdrawal from your course
	A verdict of, or penalty applied in respect of, academic misconduct
	A refusal to permit an extension or deferral in accordance with the Extenuating Circumstances Policy

**Please provide brief details of the academic result(s) or decision being appealed**

**D2: What are the grounds for your review stage appeal?** *(tick all that apply and provide details below)*

	You have new information to put forward that, for good reason, could not have been provided earlier in the process
	There was procedural irregularity in the conduct of the formal stage
	There was prejudice and/or bias, or the appearance of prejudice and/or bias, in the conduct of the formal stage
	Evidence put forward at the formal stage was not fully and properly considered meaning the outcome was not reasonable in all the circumstances

**Please explain the reason for your review stage appeal** *(continue overleaf if necessary)*



**D4: How would you like your appeal to be resolved?**

**SECTION E – SUPPORTING EVIDENCE**

**Please list below the evidence you are attaching to support your appeal**

***NOTE:*** Your appeal will be considered on paper evidence only so ensure you submit all evidence and supporting documentation relevant to your appeal.

**SECTION F – DECLARATION**

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

I agree that my appeal may be disclosed to relevant members of the University to the extent necessary for its consideration.

I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the University to the extent necessary for the consideration of my appeal.

Signed	
Date	

***Where to submit your review stage appeal***

Once completed, this form and your supporting evidence should be submitted to the Office for Student Appeals, Complaints and Conduct (OSACC)

Email: [osacc@uos.ac.uk](mailto:osacc@uos.ac.uk)

Post: Office for Student Appeals, Complaints and Conduct  
 University of Suffolk  
 Waterfront Building  
 Neptune Quay  
 IPSWICH, IP4 1QJ

For more information about academic appeals and how your appeal will be processed, please see the Academic Appeals Procedure and associated guide on MySuffolk.