# Student Appeals Form Stage 2
## Appeals against Extension Request and Circumstances Affecting Progress Decisions

This form should be used for appeals made by students according to **Annexe 5.3** of the Handbook of Student Regulations (Research Programmes). Please read this section before completing this form. For alternative formats, please see page 3.

## 1. Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Student number</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Faculty</td>
<td>Choose an item.</td>
</tr>
<tr>
<td>Course name</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Contact address</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Contact phone number</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Contact e-mail address</td>
<td>Click or tap here to enter text.</td>
</tr>
<tr>
<td>Date of the decision you are appealing against</td>
<td>Click or tap to enter a date.</td>
</tr>
</tbody>
</table>

## 2. What do I do if my appeal is late?

A Stage 2 appeal should normally be lodged within 10 working days of being informed in writing of the decision against which the appeal is being made. If your appeal is late, please explain in the box below, why it is late. If you do not provide a good and valid reason for the lateness of your appeal, it may be rejected for being out of time.

Click or tap here to enter text.

## 3. My grounds for appeal

Please select the grounds you are on by ticking the appropriate box or boxes. You may appeal on one or both of the following grounds:

a) correct procedures were not followed in the consideration of my extension or circumstances affecting progress request and this significantly affected the outcome
b) there is new information that could not be provided earlier and this significantly affects the outcome¹

¹ You must first explain why this information could not have been provided sooner. If you do not provide this explanation, you do not have grounds for an appeal. Click or tap here to enter text.

3.  Stage 1 Appeal Details

If you did not first discuss your issue with the Graduate School, in accordance with the Stage 1 process (regulation 5.2.1), please explain why not:

Click or tap here to enter text.

Please give details of any discussion with Student Central:

Click or tap here to enter text.

Date of discussion  Click or tap to enter a date.
Who did you discuss this with?  Click or tap here to enter text.
Why are you dissatisfied with the outcome?

4.  Documentation Attached

You must provide supporting documentation in which you explain the grounds for your appeal in detail and provide supporting evidence. This supporting evidence must map onto the relevant time-period. Please list the documents supplied in the space below, and attach them to this form:

Note: you must provide these documents in full, and in a format that is clear to read.

Click or tap here to enter text.
5. Data Protection

I hereby consent for any sensitive/confidential personal data, such as counselling records, held by the University to be made available to the Student Appeals and Complaints Officer for use as evidence or supporting documentation as appropriate.

I understand that as part of the investigation into my appeal, the Student Appeals and Complaints Officer may be required to share this information with other University staff on a need-to-know basis.

I declare that, to the best of my knowledge, all of the information I have supplied is true, accurate and complete. I give my consent for information in this form and attached documents, and personal data held elsewhere within the University to be shared with relevant members of University staff on a need-to-know basis for the purpose of investigating my appeal.

I confirm that this signature is of the student making this appeal

Signature  Click or tap here to enter text.
Date  Click or tap to enter a date.
If you would like this document in an alternative format, please contact the Student Appeals and Complaints Officer: studentappealsandcomplaints@northumbria.ac.uk

For further explanation of the appeals procedure, contact:

Student Appeals and Complaints Officer
studentappealsandcomplaints@northumbria.ac.uk

Student Progress Team
Ask4help@northumbria.ac.uk
Student Central

For advice or assistance in completing this form, or with any other aspect of the appeals procedure, contact:

Students’ Union Advice Service
Su.advice@northumbria.ac.uk
Students’ Union

Please include the following when you submit your appeal:

☐ a completed Student Appeals Form
☐ an appeals letter
☐ all evidence which supports your appeal

Please submit your appeal:

By email
studentappealsandcomplaints@northumbria.ac.uk
using an electronic signature from a Northumbria University email account

In person
Student Appeals and Complaints Officer
(Documents may be left at Pandon Reception)