**Research Student Stage 2 Appeals Form**

**Appeals Against Withdrawal, Project Approval, Annual Progress and Thesis Submission / Viva**

This form is to be completed in support of appeals made by students in accordance with the University’s Research Student Appeals Procedures in Annexes 1, 2 or 3 of the Handbook of Student Regulations (Research). Please first read the relevant regulations.

## Personal Details

|  |  |  |
| --- | --- | --- |
| **Full name** | Click or tap here to enter text. | |
| **Student number** | Click or tap here to enter text. | |
| **Faculty** | Choose an item. | |
| **Research programme** | Choose an item. |
| **Contact address** | Click or tap here to enter text. | |
| **Contact phone number** | Click or tap here to enter text. | |
| **Contact e-mail address** | Click or tap here to enter text. | |
| **Date informed of decision in writing** | Click or tap to enter a date. | |
| **Do you have any accessibility requirements that we need to consider for you to engage with the Request for Review Procedure?**  Yes  No  If yes, please detail your requested requirements below   |  | | --- | | Click here to enter text. | | | | |  |

## Which decision are you challenging?

Please indicate the type of decision you are challenging

1. Project Approval

1. Annual Progression

1. Thesis Submission and Viva Voce (oral) Examination
2. Withdrawal for failure to demonstrate satisfactory academic   
   performance on the basis of routine supervision

## 3. 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 compelling reason the lateness of your appeal, it may be rejected for being out of time.

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| --- |
| Click or tap here to enter text. |

## 4. My grounds for appeal

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

1. Correct procedures were not followed in the management of the programme or application of the relevant procedures described in the Handbook of Student Regulations. You must indicate the regulation or process which was incorrectly carried out.

1. That relevant information about your health or other personal   
   circumstances was not made available by you to the Graduate School and is now available, or has not been properly taken account of, by the University. You must have a compelling reason as to why it was not possible to inform the University beforehand. If no compelling reasons are provided, you do not have grounds for appeal.

## 5. Academic Appeal Details

**If you have already discussed your issue with anyone in the Graduate School, please provide details:**

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| --- |
| 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. |
|  | |  |

## 6. Documentation Attached

You must provide supporting documentation in which you explain the grounds for your appeal in detail and provide supporting evidence. If we reasonably believe that the evidence supplied by you is not authentic, it may be referred to the Academic Misconduct or Student Disciplinary Procedure for further investigation 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. |

## 7. 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. |

# Guidance

## Request an Alternative Format

If you would like this document in an alternative format, please contact the Student Appeals and Complaints Officer: [studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)

## Advice or Assistance

For further procedural explanation of the appeals process, contact:

**Student Progress Team**

Via Student Portal

Student Central

[Ask4help@northumbria.ac.uk](mailto:Ask4help@northumbria.ac.uk) (if no longer a student)

**Student Appeals and Complaints Officer**

[studentappealsandcomplaints  
@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)

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

**Students’ Union Advice Service**

[Su.advice@northumbria.ac.uk](mailto:Su.advice@northumbria.ac.uk)

[Students’ Union](https://www.mynsu.co.uk/getsupport/)

## Submitting Your Appeal

Please include the following when you submit your appeal:

a completed Student Appeals Form

an appeals letter (optional)

**all** evidence which supports your appeal

a copy of your decision letter or email

Please submit your appeal:

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**By email**

[studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)   
using an electronic signature from a Northumbria University email account