# Student Appeals Form Stage 2

# Personal Extenuating Circumstance (PEC) or Short Extension Decisions

This form should be used for appeals made by students according to Section 7 regulation 7.6 of the [Handbook of Student Regulations](http://www.northumbria.ac.uk/handbook). Please read these regulations before completing this form. For alternative formats, please see page 3.

## Personal Details

|  |  |
| --- | --- |
| **Full name** | Click here to enter text. |
| **Student number** | Click here to enter text. |
| **Faculty** | Choose an item. |
| **Course name** | Click here to enter text. |
| **Contact phone number** | Click here to enter text. |
| **Contact e-mail address** | Click here to enter text. |
|

|  |  |
| --- | --- |
| **Campus** | Choose an item. |

**Do you have any accessibility requirements that we need to consider for you to engage with the Academic Appeals Procedure?** Yes [ ]  No [ ] If yes, please detail your requested requirements below

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

2. Appeal details |  |  |
| **Date of the PEC or Short Extension request** **decision you are appealing**  | Click here to enter a date. |  |
|  |  |
| **Assessments appealed and submission dates**  | Click here to enter text. |

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

Formal appeals need to be lodged within 10 working days of the decision being published or sent to you (see regulation 7.4). If your appeal is late, please explain in the box below, why it is late. If you do not provide a compelling reason for the lateness of your appeal, it may be rejected for being out of time.

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

## 4. My grounds for appeal

## Please select the grounds for your appeal by ticking the appropriate box. You may appeal on one or both of the grounds permitted for your appeal.

|  |  |
| --- | --- |
| 1. The Student Engagement Team did not follow the correct procedures when considering your PEC claim or Short Extension and this significantly affected the outcome

**If you are appealing under ground (a), please provide details of the way in which you believe correct procedures were not followed**

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

 |[ ]
| 1. You have new information that could not have been provided earlier and this significantly affects the outcome. You must have a valid reason for why you could not provide the information before the decision on your claim or request was made. Please provide details of:
 |[ ]

1. **The new information which you are now providing and how this significantly affects the outcome**
2. **The reason why you could not provide this information with your PEC claim or Short Extension request**

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

## 5. Stage 1 Appeal Details

**If you have already discussed your issue with anyone within the University, please provide details:**

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

|  |  |
| --- | --- |
| **Date of discussion** | Click here to enter a date. |
| **Who did you discuss this with?** | Click here to enter text. |

## 6. Documentation Attached

You must provide supporting documentation in which you explain your grounds for your appeal in detail and provide supporting evidence. This supporting evidence must map onto the relevant time-period. 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. You must provide these documents in full, and in a format that is clear to read.

|  |
| --- |
| Click 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 Office 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 Office 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 here to enter text. |
| **Date** | Click here 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

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## Advice or Assistance

For further explanation of the appeals procedure, contact:

**Student Appeals and Complaints Officer**

studentappealsandcomplaints
@northumbria.ac.uk

**Student Engagement Team**

Via Student Portal

Student Central

Ask4help@northumbria.ac.uk (if no longer a student)

For independent 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

## 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
using an electronic signature from a Northumbria University email account