# 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.

## Personal Details

|  |  |  |
| --- | --- | --- |
| **Full name** | Click or tap here to enter text. | |
| **Student number** | Click or tap here to enter text. | |
| **Faculty** | Choose an item. | |
| **Course name** | Click or tap here to enter text. | |
| **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 of the decision you are appealing against** | 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. | | | | |  |

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

Formal appeals 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 for 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. |

## 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:

1. The Graduate School did not follow the correct procedures in the consideration of my extension or circumstances affecting progress request and this significantly affected the outcome

1. You have new information that could not be provided earlier and this significantly affects the outcome. You must have a compelling reason for why you could not provide the information before decision on your request was made. Please provide details of:
2. **The new information which you are now providing and how this significantly affects the outcome**
3. **The reason why you could not provide this information with your Circumstances Affecting Progress claim or Extension request**

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

## Stage 1 Appeal Details

**If you have already discussed your issue with the University, 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. |
|  | |  |

## 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 be authentic and 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:

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

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

## 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 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)

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## Advice or Assistance

For further explanation of the appeals procedure, contact:

**Student Engagement Team**

via Student Portal

Student Central

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

**Student Appeals and Complaints Office**

[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 procedure, 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

**all** evidence which supports your appeal

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