# Student Appeals Form Stage 2

# Appeals against Personal Extenuating Circumstance (PEC) or Late Authorisation (LA) Decisions

# and Programme Assessment Board (PAB) Decisions

This form should be used for appeals made by students according to Section 7 regulations 7.6 and 7.7 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 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 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. |
| **Type of decision you are  appealing against** | | | | Choose an item. |

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

You should normally lodge your formal appeal 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 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 appealing by ticking the appropriate box. You may appeal on one or both of the grounds permitted for your appeal.

### **PEC and Late Authorisation Decisions Only**

|  |  |
| --- | --- |
| 1. correct procedures were not followed when considering your PEC claim or Late Authorisation and this significantly affected the outcome |  |
| 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 |  |

### **PAB Decisions Only**

|  |  |
| --- | --- |
| 1. correct procedures were not followed in the examination other form of assessment (including coursework), or the conduct of the PAB itself. and this significantly affected the outcome |  |

1. relevant information about your health or other personal circumstances was not made available by you to the PAB by  submitting a PEC claim by the relevant deadline1

|  |
| --- |
| 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. |

## 4. Stage 1 Appeal Details

**If you did not first discuss your issue with the marker or Student Engagement Team in accordance with the Stage 1 process (regulation 7.3), please explain why not:**

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

**Please give details of any discussion via the Student Portal or 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?** | |  |

## 5. 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. 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. |

## 6. 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 Appeals and Complaints Officer**

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

**Student Engagement Team**

Via Student Portal

Student Central

[Ask4help@northumbria.ac.uk](mailto: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](mailto: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:

## 

**By email**

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