**Regulations Governing Academic Appeals by Students**

**Stage 3 Form**

**The Stage 3 Form must be accompanied by copies of all documentation from the previous stages of the process.**

This form should be submitted to the Head of Academic Appeals and Student Complaints (via casework@soton.ac.uk) within **5 working days** of notification of the decision of the Partial or Full Academic Appeals (AA) Panel.

In completing this form please refer to the [Regulations Governing Academic Appeals by](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Regulations%20Governing%20Academic%20Appeals%20by%20Students.pdf) [Students](http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Regulations%20Governing%20Academic%20Appeals%20by%20Students.pdf) and the guidance notes which can be found at the end of this form.

You are strongly encouraged to seek advice from the Students’ Union Advice Centre in preparing this documentation. Email advice@susu.org or telephone +44 (0)23 8059 2085.

# **Section 1: About You**

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| --- | --- |
| **Student ID no** |  |
| **First Name** |  | **Title** |  |
| **Family Name/Surname** |  |
| **Address for correspondence** |  |

**Section 2: Grounds for Appeal**

Students may appeal to the Senate Appeals Panel against the decision of the Partial or Full Academic Appeals Panel only on the ground that there has been a **significant failure of due process in relation to Stage 2 of the Academic Appeals Procedure**.

**Describe the significant failure in due process**

**i.**

# **Section 3: Your evidence**

**List the documents you are submitting as evidence for your appeal. You must submit copies of all documentation from the previous stages of the Academic Appeals Procedure.**

*Documents may contain sensitive material. Under the Data Protection Act 1998, the University is required to obtain your consent for members of the Panel to view this personal data. Please indicate your consent by signing next to each document listed. Without consent, the documents cannot be accepted as forming part of the appeal.*

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| **Description of Documents** | **Your signature** |
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# **Section 4: Declaration**

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| **I declare that the information given in this form is true to the best of my knowledge and that I am willing to answer further questions relating to it if necessary. I confirm that I understand:*** **that any documentation submitted as part of my appeal will be shared with members of the Partial Senate Appeals Panel and, where appropriate, members of the Full Senate Appeals Panel, as well as those administering the appeals process;**
* **that any documentation that has implications for third parties may also be shared with those third parties in the interests of natural justice;**
* **that information making clear my progression position (e.g. marks profile and Special Considerations outcomes) may be provided to members of the Partial Senate Appeals Panel and, where appropriate, members of the Full Senate Appeals Panel, as well as those administering the appeals process.**
 |
| **Student signature:** |  | **Date (dd/mmm/yyyy):** |  |

*This form should be submitted to the Head of Academic Appeals and Student Complaints via* *casework@soton.ac.uk* *within* ***5 working days*** *of notification of the decision of the Partial or Full AA Panel.*

# **Guidance notes: completion of the Stage 3 Form**

The Stage 3 Form must be accompanied by copies of all documentation from the previous stages of the process.

**Section 1: about you**

Only limited information is required here, as you will have provided full details at the time when you completed your Stage 1 (Notice to Appeal) Form.

* **Student ID** – enter your University ID number which can be found on your ID card
* **Name** – enter your full name
* **Address for correspondence** – address you wish to be contacted at

**Section 2: grounds for appeal**

* **Describe the significant failure in due process** – students may appeal to the Senate Appeals Panel against the decision of the Partial Academic Appeals Panel or Full Academic Appeals Panel only on the ground that there has been a significant failure of due process in relation to Stage 2 of the Academic Appeals Procedure. You should provide details of that failure here.

**Section 3: your evidence**

* **Description of documents -** list the documents you are submitting as evidence for your appeal. You must submit copies of all documentation from the previous stages of the Academic Appeals Procedure and you should describe each document here.
* **Your signature** – documents may contain sensitive material. Under the Data Protection Act 1998, the University is required to obtain your consent for members of the Panel to view this personal data. You must indicate y our consent by signing next to each document listed. Without your consent, the documents cannot be accepted as forming part of the appeal.

**Please sign the form to declare that the information you have given is true to the best of your knowledge, that you are willing to answer further questions relating to it if necessary and that you understand your appeal documentation may be shared with the parties mentioned.**