**Regulations Governing Academic Appeals by Students**

**Stage 2 Form**

The Stage 2 Form must be accompanied by the completed Notice to Appeal (Stage 1) Form as originally submitted, the evidence submitted by you at Stage 1, and a copy of the Preliminary Report and Preliminary Outcome letter. You are entitled to include additional evidence not previously considered at the preliminary stage, provided that it is related to the appeal factors raised at Stage 1.

This form should be submitted to the Student Casework Team (appealsandcomplaints@soton.ac.uk) within **5 working days** of the date of the Preliminary Outcome letter.

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: Stage 1 Notice to Appeal and Preliminary Discussion**

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| **I have attached the Stage 1 Notice to Appeal Form** |  |
| **I have attached the Preliminary Report and Preliminary Outcome Letter** |  |
| **Date of Preliminary Discussion (dd/mmm/yyyy):** |  |
| **Stage 1 Outcome** |  |

**Section 3: Your evidence**

**You must submit the evidence submitted by you at Stage 1. You are entitled to include additional evidence not previously considered at the preliminary stage, provided that it is related to the appeal factors raised at Stage 1.**

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| **List documents you are submitting as evidence for your appeal.**Please be aware that if you intend to rely upon evidence that has implications for a third party, this evidence may, in the interests of natural justice, be shared with that third party. The third party may also be requested to give evidence to any panel or individual member of staff investigating your case. | **Description of Documents** |
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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 Academic Appeals Panel and, where appropriate, members of the Full Academic Appeals Panel and the School Representative, as well as those administering the appeals process;**
* **any documentation that has implications for third parties may also be shared with those third parties in the interests of natural justice;**
* **where necessary, steps may be taken on behalf of the Partial Academic Appeals Panel to verify the accuracy of any points raised in the appeal;**
* **information making clear my progression position (e.g. marks profile and Special Considerations outcomes) may be provided to members of the Partial Academic Appeals Panel and, where appropriate, members of the Full Academic**

**Appeals Panel, as well as those administering the appeals process.** |
| **Student signature:** |  | **Date (dd/mmm/yyyy):** |  |

*This form should be submitted to the Student Casework Team (**appealsandcomplaints@soton.ac.uk**) within* ***5 working days*** *of the date of the Preliminary Outcome letter.*

**Guidance notes: completion of the Stage 2 Form**

**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: stage 1 notice to appeal and preliminary discussion**

* Please check the box to confirm that you are attaching the **Stage 1 Notice to Appeal Form**, the

**Preliminary Report** and the **Preliminary Outcome Letter**.

* Please confirm the **Date of Preliminary Discussion**
* Please provide information about the **Stage 1 outcome**

**Section 3: your evidence**

* Please list the evidence submitted by you at Stage 1.
* If you wish to include additional evidence not previously considered at the preliminary stage (provided that it is related to the appeal factors raised at Stage 1), please list that evidence here.

**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.**