Student Appeals Form

**You may choose to use this form at Stage 1 but it is not required.**

**This form must be used by students who wish to pursue an appeal at Stage 2 (Formal) Appeal.**

| Stage of appeal | Stage 1:  Stage 2: |
| --- | --- |
| *If you have not done so already, a Stage 1 (Informal Appeal) of the decision made should be raised in the first instance directly with Student Central. Please refer to the* [*Student Appeals Procedure*](https://www.ucem.ac.uk/about-ucem/code-of-practice/) *for more information and guidance, including the time limits for submission.* | |
| Name (in capital letters): |  |
| Contact Address:  Post code: | Programme and Current Modules/Units: |
| Student Number: |  |
| Email address: |  |
| Contact telephone number: |  |
| **Category of appeal (please select):** | |
| * Admissions Decision: * Academic Misconduct Committee Outcome: * Disciplinary Decision * Mitigating Circumstances Committee Outcome: * Decision on the Provision of Reasonable Adjustments * Board of Examiners Outcome (Result): | |

| **Grounds for appeal (please select):** |
| --- |
| * There are mitigating or other circumstances potentially affecting you which were not known to, or could not, for good reason, be drawn to the attention of the regulatory committee at the time the decision was made.\*: * There has been an administrative error or other irregularity by UCEM or the decision-making body: * UCEM did not follow its own rules and procedures under the academic regulations, or reached a decision that no reasonable, impartial body, properly directed and taking into account all relevant factors, could have arrived at:   \* Late mitigating circumstances will only be considered in exceptional circumstances. |

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| Date of original decision(e.g. date of admissions outcome, date result received):  Click here to enter a date. |

| **Details of Stage 1 (if raising a Stage 2 appeal):** |
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| Date stage 1 decision query raised: Click here to enter a date.  Query raised with (name of staff member) ………………………………………………………  Date response received: Click here to enter a date. |

| **Details of the appeal:** |
| --- |
| Please provide details of the decision you are appealing and state why you are appealing it. Please reference and attach any relevant documentary evidence (continue onto a separate sheet if necessary). |
| Please provide details of your preferred outcome. |

Signature of applicant………………………………………………………………………………….

Date: Click here to enter a date.

The completed form should be passed to:

The Appeals Officer by raising a Student Central enquiry or by emailing [appeals@ucem.ac.uk](mailto:complaints@ucem.ac.uk)

| **Internal use only** |
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| To be completed by the Appeals Officer for Stage 2 appeals  Has the student demonstrated valid grounds for appeal? Yes/No  Reason: |
| Signed……………………………………………………………………………………….  Print Name……………………………………………………………………………………  Date: Click here to enter a date. |