

# Academic Appeal Form Stage Two (Review Stage) Partner Institutions

You should complete this form only if you wish to appeal against one of the following:

- The correct procedure was not followed in the conduct of the Stage One Appeal
- That there was prejudice and/or bias or the appearance of prejudice and/or bias on the part of the Appeal Reviewer and/or any person helping the Appeal Reviewer to investigate.
- That evidence (including any mitigation) put forward at Stage One was not fully considered

If you consider that you have grounds to submit a Stage Two Appeal, please complete this form.

You can find guidance on the appeal process and help with completing the forms on the UEA Academic Partnerships website at:

<https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints>

**If you choose to submit a Stage Two Appeal (Review Stage), you are strongly advised to seek advice from the student services department at your institution.**

It is preferable to submit your appeal form and supporting evidence electronically and in PDF format. A paper copy will be accepted only if circumstances prevent you submitting electronically. The boxes below will expand automatically when you type into them. Please ensure that you attach copies of all evidence with your form. Please send completed forms to [academic.partnerships@uea.ac.uk](mailto:academic.partnerships@uea.ac.uk)

**Please submit this form within 15 working days of the date on which you were formally advised of the Stage One outcome.**

1. Your Personal Details	
Title	
First name	
Last name	
Name of institution	
Name of course	



<b>Undergraduate or Postgraduate</b>		
<b>Address</b> (the postal address you wish us to use to communicate with you about your appeal)		
	Postcode	
<b>Institution email address</b>		
<b>Personal email address</b> (if you wish us to also send communication about your appeal to a personal address)		
<b>Are you a Tier 4 visa student?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>2. Grounds for Appeal</b>	
<b>A. The correct procedure was not followed in the conduct of the Stage One Appeal or Complaint</b>	<input type="checkbox"/>
<b>B. That there was prejudice and/or bias or the appearance of prejudice and/or bias on the part of the Appeal/Complaint Reviewer and/or any person helping the Appeal/ Complaint Reviewer to investigate.</b>	<input type="checkbox"/>
<b>C. That evidence (including any mitigation) put forward at Stage One was not fully considered</b>	<input type="checkbox"/>

<b>3. Details of Stage One Appeal</b>	
<b>On what date were you informed of the Stage One outcome</b>	

<b>4. Supporting Statement</b>
<b>Please detail below the reason(s) for your Stage Two Appeal:</b>

<b>5. Supporting Evidence</b>
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**Please note: the University will not normally consider evidence supplied at Stage Two that was not submitted with your Stage One Appeal unless there are exceptional circumstances why this evidence was not available. If you are submitting additional evidence you must detail in statement (section 3) why this was not submitted with your Stage One Appeal.**

**Evidence must be submitted in English. Where the original evidence is written in a different language an official translation must be submitted along with the original evidence. Translations of evidence will not be considered without sight of the original.**

Please list and number the **additional** evidence below:

1.

2.

3.

4.

5.

## **6. Checklist**

Please use this section to ensure you have completed your appeal correctly

**You must:**



**Read the Academic Appeals Guidance document:**

<https://www.uea.ac.uk/web/about/partnership-hub/academic/work-with-us/resources/partnerships-handbook/appeals-and-complaints>



**Enter your contact details (section 1)**



**Select what you are appealing against (section 2)**



**Provide the date you were informed of the Stage One outcome (section 3)**



**Provide a supporting statement (section 4)**



**Read, sign and date the declaration (section 7)**



**Attach your evidence in PDF format with this form in PDF format**

## **7. Declaration**

**I confirm that the information given on this form and in the supporting documents is true to the best of my knowledge and belief. I confirm that where I have submitted evidence all documents are true copies of the original document, and where evidence**



**relates to a third party, that I have obtained the permission of the said third party to submit the evidence with this appeal. I understand that I should not submit original documents and that submitted documents in support of my academic appeals cannot be returned to me.**

**If submitting this form via email, please insert your scanned signature or type your name in the signature box below:**

<b>Signed</b>	
<b>Date</b>	



**DOCUMENT OWNER:** Gavin Tash

**DOCUMENT TYPE:** Form

**APPROVED BY:** Academic Partnerships

**VERSION NUMBER:** 4.0

**DUE FOR REVIEW:** August 2023

**SUMMARY:**

Partner institution Stage two Academic Appeal form

**VERSION LOG:**

Date	Version no.	Summary of changes	Author	Approved by
August 2018	1.0		Academic Partnerships	Academic Partnerships
August 2019	2.0	Updated to reflect new website address	Academic Partnerships	Academic Partnerships
September 2020	3.0	Updated to reflect new website address	Academic Partnerships	Academic Partnerships
August 2022	4.0	Updated to reflect updates to Academic Appeals and Complaints Regulations	Academic Partnerships	Academic Partnerships