**APPEALS POLICY AND PROCEDURE: STAGE ONE APPEAL**

Before completing and submitting this form you should:

1. Read the [Appeals Policy and Procedure](https://students.shu.ac.uk/regulations/appeals_and_complaints/Appeals%20Policy%20and%20Procedure.pdf) which is published on MyHallam, under the Rules and Regulations section. Alternatively, paper copies may be obtained from Hallam Help Points/Receptions. You are expected to have read the policy and procedure carefully.
2. Consider whether or not you need to seek any advice. Please contact your Student Support Adviser or the [Students' Union Advice Centre](https://www.hallamstudentsunion.com/advice_help/) (0114 225 4148 or advicecentre@shu.ac.uk
3. Consider whether it is appropriate to submit a [complaint](https://students.shu.ac.uk/regulations/appeals_and_complaints/Student%20Complaints%20Policy%20and%20Procedure.pdf) rather than an appeal. The complaint process should be used for teaching or service-related issues. The appeal process is to challenge the decision of a Panel/Board.

**Section 1 - *Please indicate the decision you are appealing against***

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| --- | --- | --- |
| **Decision-making body** | **Type of decision** | **Tick** |
| Academic Conduct Panels (ACP) or Cheating Allegation Panel (CAP) | You can appeal against a decision of an ACP or CAP |  |
| Departmental Assessment Boards (DAB) | You can appeal against a result decision which impacts on the application of the pass, progression, award, or classification regulations.**Please ensure you complete section 4 of this form.** |  |
| Exceptional Circumstances Panels (ECP) | You can appeal against a decision of an ECP to decline a Exceptional Circumstances request.  |  |
| Fitness to Practice Panel (FTPP) | You can appeal against a decision of a FTPP. |  |
| Research Degree Examiner Panel | You can appeal against a decision of a Research Degree Examiner Panel for examination decisions in respect of a research degree award. |  |
| Withdrawal due to Incapacity Study Panel (WISP) | You can appeal against a decision of a (WISP). |  |
| Withdrawal for non-engagement (including Tier 4 withdrawal) | You can appeal against a decision to withdraw you for non-engagement. |  |
| University Research Degrees Committee | You can appeal against a decision of the University Research Degrees Committee regarding applications for Confirmation of PhD or Professional Doctorate. |  |

***Section 2 – Date of decision and timing of appeal***

**2a. What date were you formally notified of the decision you want to appeal against?**

The University must receive appeals no later than ten working days from the formal notification of the decision appealed against. Appeals later than this will not normally be considered. Please see the Appeals Policy and Procedure section 12. You will need to provide a reason for lateness and evidence. If the reason for late submission of this appeal is not accepted, your appeal will be deemed out of time.

**2b. If your appeal is being submitted late you must write your reasons below and attach relevant evidence.** Late appeals will only be considered in exceptional circumstances if there is a valid reason and evidence.

***Section 3 – Grounds and new evidence***

**3a. You must indicate the grounds on which you are appealing** (you may tick both boxes if appropriate).

If you do not select a grounds for appeal we will be unable to process your appeal.

Please see the Appeals Policy and Procedure, sections 10-11, for full details of grounds for appeal.

|  |  |
| --- | --- |
| **Ground for Appeal** | **Tick** |
| There has been an irregularity in the application of the published regulation, policy or procedure which has had an impact on the decision. |  |
| There is relevant new evidence or information that you did not provide, and you have a valid reason why you did not submit it at the time. **You must submit any new evidence with your appeal. Examples of acceptable evidence can be found in the guidance available** [**here**](https://students.shu.ac.uk/regulations/illness/Evidence%20to%20support%20a%20Request%20to%20Repeat%20an%20Assessment%20Attempt%20%28RRAA%29.pdf)**.** |  |

**3b. Please list the new evidence you have provided with your appeal**

**3c. You must explain why you did not previously submit this evidence within the relevant timescales.**

***Section 4 - Appeals against a Departmental Assessment Board***

**4a. If you are appealing the decision of a Departmental Assessment Board in relation to a decision which impacts on the application of the pass, progression, award or classification regulations, state whether or not you have discussed your issue with a member of staff. If yes, who, when and what was the outcome.**

***Section 5. Please state the module(s) and assessment task(s) affected by the decision you are appealing against.***

***Section 6. Please make a full statement of your appeal.***

Be as specific as possible, referring to dates, times, individuals, and decisions where appropriate. (You may continue on additional sheets if necessary)

**Statement continued.**

***Section 7. Your Details***

|  |  |
| --- | --- |
| **Name** |  |
| **Student Number** |  |
| **Course Title**  |  |
| Please note that we will communicate with you via your student email address for all correspondence related to your appeal. If you no longer have access to your student email address, we will communicate with you via the alternative email address held on My Student Record. |

***Section 8. Third party appeals***

Very exceptionally a third party may appeal on a student’s behalf, but only if the student provides written consent and an acceptable reason to appealsandcomplaints@shu.ac.uk . This should normally accompany the appeal. If it is separate it must include the name of the third party making the appeal. The decision will be given in writing to the student, and the third party notified accordingly.

**If the appeal is being submitted by a third party on behalf of the student named on the form, please state below the name of the third party and their email address and the relationship with the appellant.**

***Section 9. Should you have any specific requirements relating to a disability or specific learning difficulty please inform us of any adjustments you feel you need to access this process below.***

**By submitting this form you certify that the information you have provided is correct to the best of your knowledge and you give your consent for appropriate staff to have access to the information provided in support of this appeal. You understand the information provided will be shared with those parties involved in the investigation and the outcome of the appeal.**

**How to submit this stage 1 appeal:**

* By email: send this AA1 form as an attachment to appealsandcomplaints@shu.ac.uk
* Please attach your supporting documentary evidence. Guidance on evidence is available here.