**APPEALS POLICY AND PROCEDURE: REVIEW OF STAGE ONE APPEAL DECISION**

Please only complete this form if you wish to challenge the decision made by the Stage 1 Appeal Panel.

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, via [Hallam Help](https://www.shu.ac.uk/myhallam/help-and-support), or the [Students' Union Advice Centre](https://www.hallamstudentsunion.com/advice_help/) (0114 225 4148 or advicecentre@shu.ac.uk).

**1a. Please indicate the grounds on which you are appealing. If you do not select a grounds for appeal we will be unable to process your appeal.** You may tick both boxes.

|  |  |
| --- | --- |
| **Ground for Appeal** | **Tick** |
| There has been an irregularity in the application of the Appeals Policy and Procedure at Stage 1 which has impacted the decision. |  |
| There is relevant new evidence or information that you did not provide to the Stage 1 Appeal Panel 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(RRAA).pdf)**.** |  |

**1b. What date were you sent the response to your Stage 1 Appeal?**

**1c. If your AA2 form is being submitted late (more than 10 working days from the date your Stage 1 Appeal response was sent to you), you must provide an explanation as to why you were unable to submit on time, supported by evidence. Please refer to point 28 and 29 of the Appeals Policy and Procedure.**

Please write your reason for lateness in the box below.

**2a. Please list any new evidence you have provided with your appeal.**

**2b. You must explain why you did not previously submit this evidence to the Stage 1 Appeal Panel.**

**3a. Would you like the opportunity to present your appeal in person to the Review Panel? Due to the current Covid-19 Pandemic, online virtual meetings are taking place instead of face to face.**  If yes, please also complete section 3b.

**3b. Please state any dates and times that you cannot do (e.g. attendance at University, booked holidays, work commitments). Where possible, we will accommodate your availability.**

**4. Please make a full statement of your appeal.** **Please note this is not a restatement of your stage 1 appeal and you cannot introduce new additional issues**. **You should focus on the points raised in your Stage 1 Outcome letter and Appeal Investigation Report.** (You may continue on additional sheets if necessary.)

**5. 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. Please ensure that your record is up to date.** | |

**6. 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.**

**7.** 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](mailto: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. Please see section 49 of the Appeal Policy and Procedure.

**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.**

**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 2 appeal:** By email, send as an attachment to [appealsandcomplaints@shu.ac.uk](mailto:appealsandcomplaints@shu.ac.uk) **.** Please attach your supporting documentary evidence.