

ACADEMIC APPEALS

STUDENT USER GUIDE

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1. Introduction

The Academic Appeals process is managed in e: Vision.

This document details the e:Vision process for raising and updating Academic Appeals.

You will be able to access your appeals cases via the *Academic Appeals Case List* where it will be possible to view the current stage and status of your case. Additionally, you will receive email notifications at various points during the online appeals process as a prompt to log in to e: Vision to view or update details of your case.

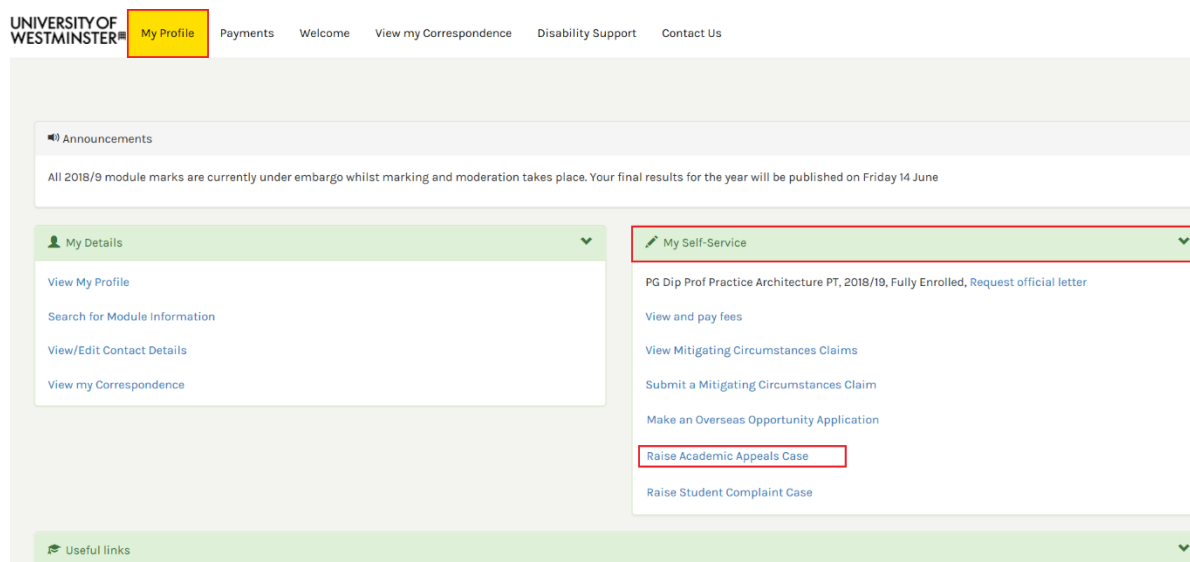
2. Raise Academic Appeal Case

An academic appeal may be raised via the online process where you believe you have a valid case, based on evidence, that there has been a material irregularity in the assessment process or in the Mitigating Circumstances (MC) process. A material irregularity means the University has not acted in accordance with its own regulations or procedures, or where an error has been made in the processing of a decision.

2.1. Create New Academic Appeals Case

2.1.1. Open a New Case

1. Log on to e: Vision and select the **Raise Academic Appeals Case** link in link in My Profile > My Self-Service section of the page:



UNIVERSITY OF WESTMINSTER

My Profile Payments Welcome View my Correspondence Disability Support Contact Us

Announcements

All 2018/9 module marks are currently under embargo whilst marking and moderation takes place. Your final results for the year will be published on Friday 14 June

My Details

- View My Profile
- Search for Module Information
- View/Edit Contact Details
- View my Correspondence

My Self-Service

- PG Dip Prof Practice Architecture PT, 2018/19, Fully Enrolled, Request official letter
- View and pay fees
- View Mitigating Circumstances Claims
- Submit a Mitigating Circumstances Claim
- Make an Overseas Opportunity Application
- Raise Academic Appeals Case**
- Raise Student Complaint Case

Useful links

2. The system displays the *Raise Academic Appeal Case* page which is divided into 3 sections:

- Section 1: Provides information regarding
 - conditions which must be met in the process of raising an appeal
 - advice on who to contact for support in the process
 - location of the academic appeals regulations by which the university abides
 - possible appeal outcomes and recourse available to a student per outcome
 - student and course details:
 - *Student Code*
 - *Student Name*
 - *School*
 - *College*
 - *Course*

- Section 2: Allows you to add grounds for appeal
- Section 3: Allows you to add a statement supporting an appeal



All the fields for completion in sections 2 and 3 are mandatory.

3. Select *Grounds for Appeal* from the options displayed:

GROUPS FOR APPEAL

Please indicate by ticking the boxes below the grounds under which you are making your appeal:

<input type="checkbox"/>	there has been a material irregularity in the assessment process
<input type="checkbox"/>	there has been a material irregularity in the conduct of the mitigating circumstance process
<input type="checkbox"/>	there has been a material irregularity in BOTH the assessment process and in the conduct of the mitigating circumstance

4. Enter information under both *Statement* questions to include *Reason for the appeal* and *Proposal of how the appeal can be resolved to your satisfaction*.

Statement

You must state clearly the reason why you are appealing and give specific details of the alleged irregularity. *

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

How do you propose your appeal can be resolved to your satisfaction?

If an appeal is upheld the decision will be in line with the Handbook of Academic Regulations. Normally the appeal process cannot alter or amend published regulations.

Cancel

Proceed

5. Select the **Proceed** button at the foot of the page once all information has been completed.

The system displays the *Appeal – View Case* page where is possible to add further information to support the appeal before submitting it (i.e. the module assessment(s) believed to have a material irregularity and/or supporting evidence).

2.2. Submitting an Academic Appeal Case

The *Appeal –View Case* page is divided into 4 sections:

- **Section 1:** Provides student and course details
- **Section 2:** Provides case information to include *Case ID* and *Status*, and *Allocated to* (which staff member is managing the case) and provides the option to add module assessments and link to mitigating circumstance claims
- **Section 3:** Allows you to enter *Information and Evidence* to support your case
- **Section 4:** Allows you to submit the case.

2.2.1. Manage Assessments

1. Select **Manage Assessments** button in the *Appeals Details* section of the *Case Summary* page.

Stage 1 Appeal Details

Case ID	SC_AA_00152136_001		
Created Date	13 June 2019	Appeal Grounds	There has been a material irregularity in the assessment process
Statement	This is my statement		
Resolution	This is how I propose my appeal is resolved to my satisfaction		
Status	Unsubmitted		
Allocated to	Unallocated		

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
-----------------------	---------------	--------------------	--------------------------	--------------------------

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
-------	--------	-----------------	---------	--------------------

You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Manage Assessments](#)

The system displays the *Add Assessment* page which contains all the assessments taken by module.

2. Select **Add Assessment** link in the *Action* column to add the assessment(s) to be considered under the case.



It is possible to multi-select assessments.

Case Details					
Case ID:	SC_AA_00152136_001	Student	Joe Test		
School	Architecture and Cities	College	Design, Creative and Digital Industries		
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs		

Module Code	Level	Module Name (MAV)	Assessment Name	Action	Status
7ARCH003W	7	Architectural Practice Management	Arch Project Management	Add Assessment	Not Added to Case
7ARCH007W	7	English Law, Regulations, Construction Procurement and Contracts	Law Regulations & Prof Servs	Add Assessment	Not Added to Case
7ARCH013W	7	Professional Case Study	Written Report	Add Assessment	Not Added to Case
7ARCH013W	7	Professional Case Study	Oral Exam	Add Assessment	Not Added to Case
7ARCH014W	7	Professional Development and Experience	Professional Dev Record	Add Assessment	Not Added to Case
7ARCH014W	7	Professional Development and Experience	Viva Voce Examinations	Add Assessment	Not Added to Case

[Back](#)

For each module assessment added, the system updates

- the *Action* to **Remove Assessment**
- the *Status* to *Assessment Added to the CASE*

Module Code	Level	Module Name (MAV)	Assessment Name	Action	Status
7ARCH003W	7	Architectural Practice Management	Arch Project Management	Remove Assessment	Assessment Added to CASE

The changes are automatically saved.

Note: To de-select an assessment, select **Remove Assessment** in the *Action* column.

3. Select **Back** button to return to the *Appeal –View Case* page.

The system displays assessment(s) added in the *Assessments* table in the *Appeal Details* section of the page.

Stage 1 Appeal Details					
Case ID	SC_AA_00152136_001	Appeal Grounds	there has been a material irregularity in the assessment process		
Created Date	13 June 2019	Statement	This is my statement		
Resolution	This is how I propose my appeal is resolved to my satisfaction				
Status	Unsubmitted				
Allocated to	Unallocated				

Assessments - those which are believed to have a material irregularity*.				
Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
7ARCH003W - Architectural Practice Management	Janet Jacket	Examination - open book	100	Undefined

2.2.2. Manage Mitigating Circumstances Linked to a Case

If a mitigating circumstances claim has been submitted during the academic year it is possible to link it to the Academic Appeal.

1. Select **Manage Mitigating Circumstances** button in the *Appeals Details* section of the *Appeal – View Case* page.

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
-------	--------	-----------------	---------	--------------------

A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Manage Assessments](#)
[Manage Mitigating Circumstances](#)

The system displays the *Add Mitigating Circumstances* page which contains all Mitigating Circumstances cases associated to your student record for the academic year.

2. Select the **Add Mitigating Circumstance** link in the *Action* column to add the record(s) to be considered under the case.



It is possible to multi-select records.

Case Details

Case ID: SC_AA_0015213E_001	Student: Joe Test
School: Westminster Law School	College: Liberal Arts and Sciences
Course: MPhil PhD Law FT	Name of Course Leader:

MC ID	Status	Submission date	Ac Year	Module/Assessments	Action	Status
MC-0015213E_001	11 - Complete	01/May/2018	2017/8	Contemporary Cultural Theories - Seminar Paper (Accepted) Contemporary Cultural Theories - 2000 Word Essay (Accepted) Professional Futures PT - Portfolio (Accepted) Professional Futures PT - Exhibition/Work Placement (Reject - dates/timing)	Add Mitigating Circumstance	Not Added to Case

[Back](#)

For each Mitigating Circumstances case added, the system updates

- the *Action* to **Remove Mitigating Circumstance**
- the *Status* to *Added to the CASE*

Case Details						
Case ID:	SC_AA_00152136_001	Student:	Joe Test			
School:	Westminster Law School	College:	Liberal Arts and Sciences			
Course:	MPhil PhD Law FT	Name of Course Leader:				

MC ID	Status	Submission date	Ac Year	Module/Assessments	Action	Status
MC_00152136_001	11 - Complete	01/May/2018	2017/8	Contemporary Cultural Theories - Seminar Paper (Accepted) Contemporary Cultural Theories - 2000 Word Essay (Accepted) Professional Futures PT - Portfolio (Accepted) Professional Futures PT - Exhibition/Work Placement (Reject - dates/timing)	Remove Mitigating Circumstance	Added to CASE

[Back](#)



The changes are automatically saved.

Note: To de-select a Mitigating Circumstances record, select **Remove Mitigating Circumstance** in the *Action* column.

3. Select the **Back** button to return to the *Appeal –View Case* page.

The system displays associated Mitigating Circumstance record(s) in the *Appeal Details* section of *Appeal –View Case* page.

Assessments - those which are believed to have a material irregularity*.					
Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due	Provisional Mark
Mitigating Circumstances - those which are believed to have a material irregularity*.					
MC ID	Status	Submission date	Ac Year	Module/Assessments	
MC_00152136_001	11 - Complete	01/May/2018	2017/8	Contemporary Cultural Theories - Seminar Paper (Accepted) Contemporary Cultural Theories - 2000 Word Essay (Accepted) Professional Futures PT - Portfolio (Accepted) Professional Futures PT - Exhibition/Work Placement (Reject - dates/timing)	

A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Manage Assessments](#) [Manage Mitigating Circumstances](#)

2.2.3. Add Evidence and Information

1. Select **Add Evidence and Information** button in the *Information & Evidence* section of the *Appeal – View Case* page.

Information & Evidence			
To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.			
Submitted by	Date/Time	Note	Files
Add Evidence and Information View History			

The system displays a *Note* field and the options to

- Option 1: **Save Note** (i.e. Add a *Note* without attaching supporting files)
- Option 2: **Save Note & Upload Files** (i.e. Add a *Note* and attach supporting files)

Save entered text details

Case Details

Case ID:	SC_AA_00152136_001	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Stage	1		

Note

Back
Save Note
Save Note & Upload Files



Back button returns to the *Appeal – View Case* page.

2. Enter narrative text in the *Note* field.

2.2.3.1. Add a Note

1. Select **Save Note**

The system saves the *Note* and returns to the *Appeal –View Case* page where it is displayed in the Information and Evidence section of the page.

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TEST, Joe	13/Jun/2019 12:41:25	This is specific evidence regarding my case.	<i>No Documents Uploaded</i>

Add Evidence and Information
View History

2.2.3.2. Add a Note and Attach File(s)

1. Select **Save Note & Upload Files** in the

The system displays the *Upload Evidence* page:

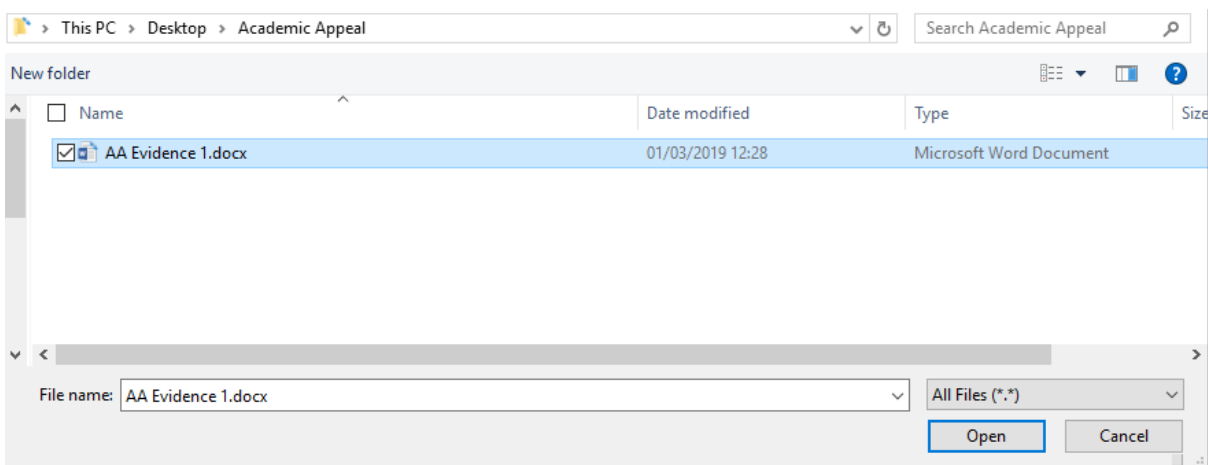


You must enter text in the *Note* field before uploading any files. This should include a description of the file(s).

2. Select **Upload Document**.


The system displays the *File Uploader* page:

3. Select **Browse My Computer** to find the file to upload:



4. Select **Open** to add the selected file

5. The system displays the file name in the *File Uploader* page in a state of *Awaiting Upload*

 The file is **not** yet attached to the case.

6. Select **Upload** to attach the file to the case

Upload - Academic Appeals - published for student

Maximum file size: 4Mb
Allowable file extensions: DOC, DOCX, GIF, JFIF, JPE, JPEG, JPG, ODI, PDF, PNG, TIF, TIFF

File uploader

Browse My Computer

AA Evidence 1.docx (11 kb)

File Status Successfully Uploaded 100%

Return to previous page

The system displays the file with a status of *100% Successfully Uploaded*



It is possible to add as many files related to the *Note* as required.

7. Select **Return to previous to page** to view the *Upload Evidence* page which contains *Your Note and the Document List* (the file(s) you have uploaded).

Upload Evidence

Case Details

Case ID:	SC_AA_00152136_001	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Stage	1		

Your Note This is more evidence to support my case including File A which includes slides from lecture B of module 1.

Please add the authentic independent documentary evidence you are enclosing with your case. A decision will be made based upon the evidence submitted with this form but in order to fully investigate your case, additional information submitted to Mitigating Circumstances Boards or Assessment Board records may be considered as appropriate. All evidence must be included at the time of submission.

Document List

- AA Evidence 1.docx - [Delete Document](#)



It is possible to add as many files to the *Note* as required via the **Upload Document** button.



It is also possible to delete a file before clicking the Next button by selecting the option **Delete Document** (beside the file name).

8. Select **Next** to return to the *Appeal – View Case* page.


The system uploads the information and evidence to the case and displays the *Note*:

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TEST, Joe	13/Jun/2019 12:41:25	This is specific evidence regarding my case.	No Documents Uploaded
TEST, Joe	13/Jun/2019 12:49:17	This is more evidence to support my case including File A which includes slides from lecture B of module 1.	AA Evidence 1.docx

[Add Evidence and Information](#)
[View History](#)

 Only *Notes* for the active stage are displayed on the *Appeal – View Case* page. The **View History** button will be useful later in the Academic Appeals process, to view all *Notes* that have been added by stage, select to **View History**.

2.2.4. Submit Case

1. Select the **Submit to Academic Standards Team** button in the *Submit Case* section of the *Appeal – View Case* page.

SUBMIT CASE

You may now submit this case to the Academic Standards Team. Please **ENSURE** you have uploaded any/all documents that are needed to support your appeal, Academic Standards cannot process cases with insufficient evidence to support your claim.

[Submit to Academic Standards Team](#)

[Exit Appeals](#)
[Back to Case List](#)

Note: The Academic Standards Manager will review your appeal request and determine whether or not there is evidence of permissible grounds. You will be notified of their decision within **20 working days** of receipt of the appeal.

3. Manage Your Case

You can view your Academic Appeal cases via the *Academic Appeals Case List* on e:Vision where it is possible to search a case if you have a number of open cases.

3.1. Find and Select Academic Appeal in Case List

1. Log on to e: Vision and select the *View Existing Academic Appeals Cases* link in My Profile > My Self-Service section of the page:

UNIVERSITY OF WESTMINSTER My Profile Payments Welcome View my Correspondence Disability Support Contact Us

Announcements
All 2018/9 module marks are currently under embargo whilst marking and moderation takes place. Your final results for the year will be published on Friday 14 June

My Details
View My Profile
Search for Module Information
View/Edit Contact Details
View my Correspondence

My Self-Service
PG Dip Prof Practice Architecture PT, 2018/19, Fully Enrolled, Request official letter
View and pay fees
View Mitigating Circumstances Claims
Submit a Mitigating Circumstances Claim
Make an Overseas Opportunity Application
Raise Academic Appeals Case
View Existing Academic Appeals Cases
Raise Student Complaint Case

Useful links

The system displays the *Appeals Case List* which contains all Academic Appeals cases linked your student record. From here you can track the *Stage* and *Status* as well the member of AST managing your case.

Appeal - Cases List

The list below is a list of all the Appeal cases you have raised.

Search:

Case ID	Student Name	Course	College	School	Stage	Status	Allocated to	Case Submitted Date	Closure Date
SC_AA_00152136_001	Joe Test	PG Dip Prof Practice Architecture PT	Design, Creative and Digital Industries	Architecture and Cities	1	Investigation In Progress		13/Jun/2019	

Showing 1 to 1 of 1 entries

[Back](#)



If you have more than one case associated to your student record it is possible to:

- Sort the list by any of the column headers
 - Search the list using the search box
2. Once you have find the case you wish to view, select the **Case ID** link.

The system displays the *Appeal – View Case* page where, as described in Section 2 of the document, it is possible to:

- [Manage Assessments](#)
- [Manage Mitigating Circumstances](#)
- [Add Evidence and Information](#)



It is also possible to **View History** from the *Appeal – View Case* page

3.1.1. View History

1. Select the **View History** button to view all Evidence and Information (i.e. added at any stage in the Academic Appeals process).

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
JOHNSON, Mel	14/Jun/2019 12:37:41	Outcome recorded as REJECT, evidence provided	AA Evidence 4c.docx

[Add Evidence and Information](#)
[View History](#)

The system displays the *View Case History* page which contains per stage the *Notes* added to your case. Against each *Note* the following is displayed:

- Who created the *Note* and when
- *Note* details
- Linked files
- Select **Back** to return to the *Appeal – View Case* page.

Information & Evidence

Here you can see all the information and documents added to all stages of this appeal.

Stage							Note				
Stage	Stage Created Date	Stage Status	Stage Outcome	Allocated to	Review Grounds	Review Statement	Created By	Created Date	Created Time	Note	Uploads
1	14/Jun/2019	Closed	Upheld			Statement supporting my appeal	JOHNSOME	14/Jun/2019	12:30:25	Outcome recorded as UPHELD, evidence provided	AA Evidence 1.docx
2	14/Jun/2019	Closed	Upheld				JOHNSOME	14/Jun/2019	12:31:42	Outcome recorded as UPHELD, evidence provided	AA Evidence 2a.docx
3	14/Jun/2019	Closed	Upheld		that there was a material irregularity in the consideration of the academic appeal at Stage 2	Supporting statement for Stage 3 Appeal Hearing	00152136	14/Jun/2019	12:33:07	Appeal Statement: Supporting statement for Stage 3 Appeal Hearing	
							JOHNSOME	14/Jun/2019	12:36:11	Outcome recorded as UPHELD, evidence provided	AA Evidence 3b.docx
4	14/Jun/2019	Closed	Rejected	JOHNSON, Mel			JOHNSOME	14/Jun/2019	12:37:41	Outcome recorded as REJECT, evidence provided	AA Evidence 4c.docx

[Back](#)

3.2. Request a Review

If the case is rejected upon initial review (Stage 1) by the Academic Standards Team, it is possible to request a review of the decision.

1. Select the **Request Review** button in the *Appeal Details* section of the *Appeal - View Case* page.

Stage 1 Appeal Details

Case ID SC_AA_00152136_001

Created Date 13 June 2019 **Appeal Grounds** there has been a material irregularity in the conduct of the mitigating circumstance process

Statement Note 2

Resolution Note 3

Status Closed - APPEAL Rejected

Allocated to Mel Johnson

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
7ARCH014W - Professional Development and Experience	Frodo Franken	Coursework	50	13 June 2019

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.				

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

[Request Review](#)

The system displays the *Stage 1 Request for Review* page which displays some important information about the procedure.

- In the text box clearly explain the reason why you are submitting this request and why the grounds have been met. Then click the **Proceed** button.

Statement

You must state clearly the reason why you are submitting this request and explain why the grounds have been met. Please include a comprehensive statement with specific details.

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

Statement

Back
Proceed

The system displays the *Provide Evidence* page where you can upload documents (optional) to support your request for review. Go to document [Section 2.2.3.2.Add a Note and Attach File\(s\)](#).

- Select the **Next** button.

Provide Evidence

Case Details

Case ID:	SC_AA_00152135_001	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Stage	1R		

You may upload any evidence required to support your case here.

Document List

- No Documents Uploaded

Upload Document

Next

An email notification is sent to Academic Standards Team informing them of the request. The system returns to the *Appeal – View Case* page where the *Status* is updated to *Investigation in Progress* and a record of the request is added to the *Information & Evidence* section of the page.

Information & Evidence

To upload evidence please use the "Add Evidence and Information" button below. All evidence must be included at the time of submission. If you do not have any evidence please indicate this by adding a "Note" using the "Add Evidence and Information" button. To see all communications regarding your Appeal click "History" below.

Submitted by	Date/Time	Note	Files
TEST, Joe	16/Jun/2019 02:52:29	Appeal Statement: statement	No Documents Uploaded

Add Evidence and Information

View History

3.3. Stage 3 Request for Appeal Hearing

When an appeal has been accepted or rejected at Stage 2, it is possible for you request a Stage 3 Appeal Hearing.

1. Select the **Stage 2 Request for Appeal Hearing** button in the *Appeal Details* section of the *Appeal – View Case* page.

Stage 2 Appeal Details

Case ID SC_AA_00152135_001

Created Date 14 June 2019 **Appeal Grounds** there has been a material irregularity in BOTH the assessment process and in the conduct of the mitigating circumstance

Statement Test info

Resolution More test info

Status Closed - APPEAL Upheld

Allocated to Unallocated

Assessments - those which are believed to have a material irregularity*.

Module Title and Code	Module Leader	Type of assessment	Assessment Weighting (%)	Date Assessment Held/Due
7ARCH013W - Professional Case Study	A Bloggs	Oral	30	Undefined

Mitigating Circumstances - those which are believed to have a material irregularity*.

MC ID	Status	Submission date	Ac Year	Module/Assessments
You have no mitigating circumstances to select because you have not submitted a claim during the academic year and should seek advice from their Campus Registry Office if you believe this is an error.				

* A 'material irregularity' may mean either an error in the processing of your results or that the University has not acted in accordance with its own regulations.

Stage 3 Request for Appeal Hearing

The system displays the *Stage 3 Request for Appeal Hearing* page. This includes important information regarding the process such as the deadline for submission and where to seek guidance.

2. Select **Grounds for appeal** and enter a text *Statement* to support the case then click on the **Proceed** button.

Grounds for appeal *

Grounds for appeal *

that there was a material irregularity in the consideration of the academic appeal at Stage 2

that new evidence has come to light to support the appeal which could not reasonably have been made available at the time the appeal was submitted.

'Material irregularity' means the University has not acted in accordance with its own regulations or procedures, or has not acted with procedural fairness, and that this failing on the part of the University is so significant that it has had a material impact on the outcome. i.e. had it not been for this failing the outcome would probably have been substantively different.

Statement

You must state clearly the reason why you are submitting this request and explain why the grounds have been met. Please include a comprehensive statement with specific details.

Please be assured that any information you give us will be treated sensitively and in the strictest confidence.

Statement

Back
Proceed

The system displays the *Provide Evidence* page where you can upload documents (optional) to support your Stage 3 Request for Appeal Hearing. Go to document [Section 2.2.3.2.Add a Note and Attach File\(s\)](#).

3. Select the **Next** button.

Provide Evidence

Case Details

Case ID:	SC_AA_00152135_001	Student	Joe Test
School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs
Stage	3		

You may upload any evidence required to support your case here.

Document List

- No Documents Uploaded

Upload Document

Next

An email notification is sent to Academic Standards Team informing them of the request. The system returns to the *Appeal – View Case* page where the *Status* is updated to *Stage 3* and a record of the request is added to the *Information & Evidence* section of the page.

3.4. Respond to Meeting Invite

1. Go to the *Meetings* section of the *Appeal –View Case* page to view the date, time and location of the meeting.
2. Click on the **Respond to Invitation** link in the *Actions* column.

Meetings						
Date	Time	Location	Student Accepted Invite	Nominated Friend	Additional Information	Actions
21/Jun/2019	11:30	Room 5, University of Westminster, 100 Great Portland Street				Respond to Invitation

The system displays the *Respond to Meeting Invitation* page.

1. Select whether or not you can enter the meeting.
2. If you are attending and would like to bring a friend, enter their name.
3. Add supporting information to the text box and click the **Next** button when complete.



'Friend' is defined as a currently registered student of the University, a sabbatical officer of the University of Westminster Students' Union, or member of University staff. If you add a friend please include their **Student ID** or **Staff ID** in the *Name of Friend* field.

Respond to Meeting Invitation

Student and course

Student	Joe Test	School	Architecture and Cities	College	Design, Creative and Digital Industries
Course	PG Diploma Professional Practice in Architecture PT	Name of Course Leader	A Bloggs		
Stage	4				

Meeting Time 11:30

Meeting Date 21/Jun/2019

Meeting Location Room 5, Univeristy of Westminster, 100 Great Portland Street

Will you attend this meeting?

Name of friend

Please provide some additional details below:

- If you will be accompanied by a person at the Hearing please confirm the relationship of the person.
- Confirm the name and relationship of any witnesses that you wish to call during the hearing.
- Provide any additional evidence that you wish the Academic Appeal Panel to consider that has not previously been submitted at stage one or stage two of the Academic Appeal process.
- Provide an indication of the outcome you are seeking the scope of the regulations.

This is my relationship to the person I am bringing with me.

This is some additional evidence.

This is my hope regarding the outcome.

The Academic Standards Team is notified of your invitation response.

The system returns to the *Appeal - View Case* page where a record of your response is added to the *Meetings* section of the page.

Meetings						
Date	Time	Location	Student Accepted Invite	Nominated Friend	Additional Information	Actions
21/Jun/2019	11:30	Room 5, University of Westminster, 100 Great Portland Street	Yes	Harry Haribo	Harry is registered on the same course and is a friend. Please consider the additional information I have provided.	Respond to Invitation

Note: It is possible to update your response by clicking on the **Respond to Invitation** link where you will be returned to the *Respond to Meeting Invitation* page.