

STAGE 3 REQUEST FOR A REVIEW OF A STAGE 2 ACADEMIC APPEAL DECISION AT AN APPEAL HEARING FORM

STRICTLY PRIVATE AND CONFIDENTIAL

IMPORTANT – PLEASE READ THIS SECTION CAREFULLY

You may only request the *Deputy Registrar (Quality and Standards)* to refer your case to an Appeal Panel once you have received written confirmation of the Stage 2 decision. Your request must be received by the Deputy Registrar (Quality and Standards) within **10 working days of notification of the Stage 2 decision**.

Late applications will not be considered.

Whilst your request is being considered you must continue to abide by the decision of the Assessment Board, including completion of any reassessment (re-sit) requirements specified by the Board, pending the outcome of your case.

The regulations regarding requests for an Appeal Hearing can be found in Section 16 of the Handbook of Academic Regulations, which are available online at www.westminster.ac.uk/academic-regulations

You are strongly advised to seek guidance from the Students Union before you submit this form.

Request for a review of a Stage 2 decision will only be considered on the grounds as set out below and when they are submitted within the deadline. Incomplete forms will not be investigated.

If you wish to raise matters relating to course provision or delivery, do not use this form. Please follow the complaints procedure guidelines available online at www.westminster.ac.uk/student-complaints.

SECTION 1 – YOUR DETAILS

Full name:

Student Registration Number:

College:

School:.....

Course Title:

Modules affected:

.....

Date of Stage 2 decision:

Address for appeal correspondence:

.....

.....

Personal Email Address:

SECTION 2 – GROUNDS FOR APPEAL

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

- a) that there was a material irregularity in the consideration of the academic appeal at Stage 2;
- b) 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.

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.

SECTION 3 – EVIDENCE

Please list below the authentic independent documentary evidence you are enclosing with this appeal application.

A decision will be made based upon the evidence submitted with this form. All evidence must be included at the time of submission and must be related to the grounds upon which this request is based.

SECTION 4 – 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 and continue on a separate sheet if necessary.

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

SECTION 5 – DECLARATION

Please ensure that you have completed all sections of this form and then return it via post or email to:

Academic Standards Manager
Academic Standards
Academic Registrar's Department
University of Westminster
Cavendish House
101 New Cavendish St
London W1W 6XH

Email: academicstandards@westminster.ac.uk

Your request will be acknowledged in writing normally within 5 working days.

Important:

- This form and supporting evidence can only be considered if it is submitted to the above address.
- Make sure that you keep a copy of this form and all evidence submitted.

Please sign and date the form after completing the following checklist:

- Have you selected the grounds you are appealing under?
- Have you included all documentary evidence to be considered?
- Have you explained why you are submitting this request?
- Is your request being submitted within the deadline? If not please explain why.

Name:

Date: