

STAGE 3 Appeal Against the Formal Complaint Decision

STRICTLY PRIVATE AND CONFIDENTIAL

IMPORTANT – PLEASE READ THIS SECTION CAREFULLY

Should you be dissatisfied with the outcome of the Stage 2 Formal Complaints investigation, or should you be a student of a partner institution and you have exhausted the complaints procedures of that institution, you have the right to request the Deputy Registrar (Quality and Standards) to refer the matter for consideration by a Student Complaints Appeal Panel.

- You can only submit this form if you have received the outcome of the Stage 2 Formal Complaints investigation
- Your Stage 3 Appeal must be received **within 10 working days** of notification of the Stage 2 decision. Late applications will not be considered.
- The Stage 3 Appeal will only be considered on the grounds as set out below and if submitted within the deadline. Incomplete forms will not be investigated
- The completed form must stipulate clearly and unambiguously the grounds upon which the request is based, and include a comprehensive statement explaining why the grounds have been met.
- **You are strongly advised to consult with the Students' Union before completing this form. Please e-mail advice.regent@su.westminster.ac.uk for an appointment.**

SECTION 1 – YOUR DETAILS

Full name:

Student Registration Number:

College/School

Course Title:

Date of Stage 2 decision:

Address for appeal correspondence:

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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 your complaint at Stage 2;
- b) that new evidence has come to light to support your complaint which could not reasonably have been made available at the time the complaint was submitted, and that this new evidence would have had a material impact on the outcome
- c) that the outcome was manifestly unreasonable in light of the evidence;
- d) that no reasons for the decision were given, or that the reasons given do not support the decision

'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.

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 explain how you propose that your complaint could have been resolved to your satisfaction.

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
Academic Registrar's Department
University of Westminster
Cavendish House
101 New Cavendish Street
London W1W 6XH**

Email: studentcomplaints@westminster.ac.uk

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: