

**STEP 2 – STUDENT APPEAL FORM**

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Before completing this form you should read the [Appeals Policy and Procedure](#).

Ensure you have attempted Step 1 – Early Resolution before initiating a Step 2 Appeal.

Use this form to submit a Step 2 Appeal against an academic decision reached through the application of a University policy, procedure or regulation. Appeals must be submitted within **twenty (20) working days** of the outcome of the relevant decision-making body (e.g. Assessment Board, Academic Misconduct Panel, Academic Disciplinary Committee) against which you are appealing. Appeals received after this deadline will not normally be accepted unless you can evidence extenuating circumstances to account for the delay.

You must complete all sections of the form marked with an asterisk (\*).

**ADVICE**

Before completing this form, we recommend that you contact the Students' Union for free and impartial advice: [advice@thesu.org.uk](mailto:advice@thesu.org.uk) | 01326 255 861

**THIRD PARTY REQUESTS**

Under Data Protection legislation, the University cannot deal with complaints submitted by a third party unless you have formally authorised that third party to act on your behalf. Where there is a valid reason for a third party to act on your behalf, you can give this authorisation by completing a [Third Party Consent Form](#) and returning it to [QAE@falmouth.ac.uk](mailto:QAE@falmouth.ac.uk).

## 1. Your details

Full name:*	Course title: *
Student number: *	Year of study: *
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> PG

## 2. What are you appealing against?

<b>Decision-making body*</b> <i>Please select</i>	<input type="checkbox"/> Assessment Board
	<input type="checkbox"/> Academic Misconduct Panel
	<input type="checkbox"/> Academic Disciplinary Committee
	<input type="checkbox"/> Extenuating Circumstances team
	<input type="checkbox"/> Other (please specify):
<b>Decision Date:*</b> <i>Date that the decision was sent to you, e.g. date of the Results Release email</i>	

## 3. Grounds for appeal

Please select: \*

- a) That there has been a material error or irregularity in the formal conduct of the process in reaching the decision; **and/or**
- b) That your performance was adversely affected by extenuating circumstances which you were unable or, for valid reasons, unwilling to divulge before the decision concerned was reached.

**4. Regulation, Policy, and/or Procedure**

Please indicate the [regulation, policy and/or procedure\(s\)](#) to which your appeal relates.\*

If you are unsure, please speak to the Students' Union for advice.

*Please enter text here. Box will expand as you type.*

**5. Step 1 – Early Resolution**

Describe the actions you have taken as part of Step 1 – Early Resolution, as outlined in the [Appeals Policy and Procedure](#), including: \*

- what actions you have taken so far
- the date(s) of the actions and responses received
- why you are dissatisfied with this response

If you have been unable to raise your appeal at Step 1, or if you were unable to escalate the matter within the timescales stated in the Appeals Policy and Procedure, please state why. You may be required to complete Step 1 before your Step 2 appeal will be accepted for consideration.

You may wish to use bullet points to keep your argument clear and concise.

*Please enter text here. Box will expand as you type.*

**6. Step 2 appeal**

- a) Explain the details of your Step 2 appeal, such as: \*
- What the material error/irregularity is in the way a regulation, policy or procedure has been applied to you
  - What your circumstances were at the time
  - Specific modules/assessments and how they were affected

- Specific dates of circumstances

You may wish to use bullet points to keep your argument clear and concise.

*Please enter text here. Box will expand as you type.*

- b) State the desired result of your appeal should your appeal be upheld, e.g.:\*
- Removal of a cap against a referred module
  - Removal of a late submission penalty
  - Reconsideration under the Attendance Policy

Remember: you may not submit an appeal requesting a higher mark or grade, as this constitutes a challenge to academic judgement.

*Please enter text here. Box will expand as you type.*

- c) Please list the supporting evidence attached to your appeal. **Appeals submitted without supporting evidence will not normally be considered.** You may wish to contact the Students' Union for impartial advice about what constitutes evidence for your specific appeal.\*

*Please enter text here. Box will expand as you type.*

## 7. Declaration

Please tick to confirm the following:\*

- I have read the Appeals Policy and Procedure
- I have included all relevant information to support my appeal
- I have made a copy of all documentation and supporting information for my records
- I authorise those involved to share the details of my appeal with the relevant parties involved, including anyone I have named in the appeal
- I authorise those involved in the process to have access to relevant information required as necessary for the investigation into and consideration of my appeal, including access to sensitive information (for example, a file held by the Student Services)

<b>Signature: *</b>	<b>Date: *</b>

*(If you are unable to submit an electronic image of your signature, please type your name. QAE will consider the receipt of this form electronically direct from your University email address or other registered email address as being equivalent to a signature.)*

## 8. Submission

Please return this form, together with copies of your supporting evidence, to [QAE@falmouth.ac.uk](mailto:QAE@falmouth.ac.uk).

Alternatively you can print this form and send it along with your supporting evidence to:

Quality Assurance & Enhancement  
 Falmouth University  
 Falmouth Campus  
 Woodlane  
 TR11 4RH

If sending by post, please note that it is your responsibility to ensure that your appeal reaches QAE before the Appeals deadline. QAE will not accept late appeals on the basis of postal delays.