**Stage 1: Notice to Appeal**

- Notice to Appeal to be submitted by the student within 10 working days of the date the decision is first communicated (5 working days in the case of Supplementary Examinations).
- At the discretion of the reviewer, a preliminary discussion may take place within 5 working days of receipt.
- The Outcome (and report of any meeting) is sent within 10 working days of the submission.
- No Stage 1 appeal may be rejected unless a preliminary discussion has taken place.
- Outcomes of preliminary meeting are recommendations only.
- Students have the right to seek advice and representation from the Student’s Union advice centre at any stage of the process – [https://www.susu.org/support/advice-centre.html](https://www.susu.org/support/advice-centre.html).

**Stage 2: Academic Appeals Panel**

- Student to submit a completed copy of the Notice to Appeal Form along with a Stage 2 Form within 5 working days of the date of the Preliminary Report.
- Partial AA Panel to consider the appeal on written evidence only within 10 working days.
- Student notified within 15 working days of receipt of the form that either:
  - The Appeal has been refused
  - The Appeal has been upheld
  - The Appeal will proceed to a full AA Panel
- If proceeding to Full AA Panel the meeting should normally be within 10 working days of notification of that decision.
- Full report with decision to be sent to student within 5 working days.
- For 2020/21: The appointed chair in a partial panel need only be outside of the school concerned (instead of faculty), unless they are a Dean or Associate Dean where they need be outside the faculty.

**Stage 3: Senate Appeals Panel**

- Can proceed only if there has been a significant failure of due process in relation to Stage 2.
- Student to submit Stage 3 Request Form to Head of Academic Appeals and Student Complaints within 5 working days.
- Partial SA Panel to consider the appeal on written evidence only.
- Student notified within 15 working days of receipt of form that either:
  - The Appeal has been refused
  - The Appeal has been referred back to stage 2 for a fresh hearing
  - The Appeal will be heard by the Full SA Panel
- If proceeding to Full SA panel this should be within 15 working days of Partial SA Panel decision.
- Full report with decision to be sent to student within 5 working days.

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Regulations Governing Academic Appeals 2020/21