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| Academic Appeals Procedure:FORM TO REQUEST A REVIEW AT STAGE TWO |

Your request for a review of the outcome of a Stage One Academic Appeal **MUST** be submitted within **20 working days** of the date on your outcome letter. Working days are defined as normal working days in the University Calendar and do not include days when the University is closed.

Before completing this form you should familiarise yourself with the Academic Appeals process and read the Regulations and Procedures for Academic Appeals which is available at: <https://www.wlv.ac.uk/current-students/conduct-and-appeals/academic-appeals/>

Your responses should be word processed and be clear and concise.

The Students’ Union Advice and Representation Centre provides an independent advice service. You are strongly advised to discuss your Stage Two Academic Appeal with the Students’ Union before you submit it. You can contact them at:

<https://www.wolvesunion.org/advice/>

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| Section One: Personal Details |

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| **Full Name** |  |
| **Student Number** |  |
| **Course Title** |  |
| **Contact Address** |  |
| **Contact Telephone Number** |  |
| **Email Address** |  |

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| Section Two: Student Support Information  |

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| Did you seek advice from the Student’s Union Advice and Representation Centre when completing this form?  | [ ]  Yes | [ ]  No\* |

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| ***\*If the answer is no, please provide details of why you did not seek this advice.*** |
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| Section Three: Academic Appeal |

What is the date given on your Stage One Outcome Letter?

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| Is this date within the last **20 working days**? | [ ]  Yes | [ ]  No\* |

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| ***\*If the answer is no, please provide an explanation and supporting evidence which demonstrates a reasonable cause for the delay.*** |

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| Section Four: Grounds for Requesting a Review of the Academic Appeal at Stage Two |

Please tick one or both of the boxes below.

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|  | That an administrative error or material irregularity has occurred in the conduct of the investigation |
| ***Please explain below why you believe there was an error in the investigation of your Academic Appeal at Stage One*** |
|  | That there were undisclosed personal circumstances which you believe would have affected the decision taken at Stage One. You must have a good reason not to have disclosed these circumstances at Stage One of the appeal. |
| ***Please outline with evidence the circumstances that were not disclosed at Stage One of the appeal.*** |
| ***Please outline with evidence, where available, the reason that you did not disclose these circumstances at Stage One of the appeal.*** |

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| Section Five: Evidence |

**Please list below the evidence you are sending in support of your request for review at Stage Two.**

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| Section Six: Outcome |

**What outcome are you seeking?**

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| Section Seven: Pre-submission Checklist  |

I confirm that I have….

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| * read the Regulations and Procedure for Academic Appeals (available at <https://www.wlv.ac.uk/current-students/conduct-and-appeals/academic-appeals/>)
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| * met the deadline to submit my Academic Appeal at Stage Two,
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| * provided details of the reasons for the request for a review of the Academic Appeal at Stage Two,
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| * provided supporting evidence.
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| * confirmed the outcome I am seeking.
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| **Signed/name:** |  |
| **Date:** |  |

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| How to submit your form and evidence |

**By email (preferred)**

Email the form and copies of any evidence to: conductandappeals@wlv.ac.uk

**Hand deliver to the Conduct and Appeals Unit:**

Conduct & Appeals Unit

3rd Floor MX Building

On arrival please use the internal phone at the end of the corridor to call ext: 2079 or 3062 and we will collect the forms from you.

**By Post:**

Conduct & Appeals Unit,

Registry, University of Wolverhampton

The Housman Building (MX), City Campus Molineux, Wolverhampton, WV1 1AD

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| What happens next? |

You will receive a formal acknowledgment of your appeal. You will normally receive a substantive response within 30 working days.