

Part 7

Appeals against Assessment/Progression Board decisions

1. Introduction and context

This Appeals against Assessment/Progression Board Decisions procedure is intended to provide a formal means for reviewing a decision made on student progression, assessment and award in order to resolve the student's concerns in a fair and consistent manner.

This is different from the Student Complaints Procedure which provides a means for resolving specific problems or areas of concern students may have that relate to the teaching provision or university services more generally.

Related policies and procedures are:

- [Dignity at Work and Study Policy and Equality and Diversity Policy](#)
- [Manual of General Regulations:](#)
 - [Responsibilities of Students and Fitness to Study, Part 11](#)
 - [Student disciplinary regulations and procedures \(incorporating the student code of conduct\), Part 12](#)
 - Academic Misconduct (part 8 of Manual of General Regulations)
 - [Suitability procedure for Students on Professional Programmes, Part 13](#)
- [Student Charter](#)
- Extenuation Policy
- Students studying for a UEL award at another institution under the University's collaboration and partnership arrangements are referred to in Appendix A.

The Registrar and University Secretary is responsible for the development, compliance, monitoring and review of this Appeals Procedure and for overseeing the dissemination and implementation of this Appeals Procedure.

This Appeals Procedure will be publicised via the UEL website, the Intranet, Student Hubs and the Students' Union.

2. Purpose of the Procedure

This Appeals Procedure will:

- Describe the procedures whereby students may raise concerns regarding progression, assessment and award
- Provide students with a structured procedure to escalate such issues where it has not proved possible to resolve them to their satisfaction through informal and local routes.
- Allow for the identification of academic appeals which require particularly swift action.

The University will ensure that in the implementation of this Process, due regard is given to the need to ensure that students are treated fairly and without discrimination.

Students will not be disadvantaged because of making an Academic Appeal under this Process provided it is made in good faith.

3. Definition

For the purposes of this policy an academic appeal, as defined by the Office of the Independent Adjudicator (OIA), is

"a request for a review of a decision of an academic body charged with making decisions on student progress, assessment and awards."

This may include a request to change marks or progress decisions, or final award classifications.

An academic appeal relates to the outcome of an assessment or examination, or a student's progression:

There are limited grounds on which an appeal will be considered, which are any of the following:

- a) If there had been a material and significant administrative error in the information received and considered by the Extenuating Circumstances Officer, the Assessment/Progression Board and/or the Board of Examiners.
- b) If the assessments had not been conducted in accordance with the approved regulations for the programme of study.
- c) If some other material irregularity had occurred in the procedures of the Extenuating Circumstances Officer, the Assessment/Progression Board and/or the Board of Examiners.
- d) If the decision made by the Extenuating Circumstances Officer was perverse by reference to the evidence supplied by the student.
 - e) If the student had been prevented from attending an exam or submitting coursework by illness or another good reason that related to the student's personal circumstances, but could not apply for extenuating circumstances by the deadline.
 - f) For a student with a disability or additional need, the initial needs assessment was not correctly carried out, or the support identified was not provided, or the agreed assessment procedures for that student were not implemented.

However, a student cannot use the appeals procedure for making known any extenuating circumstances after decisions have been made, unless it can be shown that the circumstances themselves prevented them from using the Extenuating Circumstances procedure. For example, if a student was rushed to hospital on the

morning of an examination and kept in beyond the end of the semester, and they could not have used the Extenuating Circumstances Form and the reason relates to the circumstances themselves.

4. Scope of the Procedure

This Academic Appeals Process (“this Process”) allows for a student to bring an appeal against a decision made by an Assessment/Progression Board. The term ‘student’ refers to students who have registered or enrolled on their course. It also includes those who have recently left the University, although students (both current and former) are only able to raise issues of academic appeal within 10 working days after the publication of relevant assessment results via UEL Direct.

Disagreement with the academic judgement of a Board of Examiners’ decision cannot, in itself constitute a reason to Appeal. Academic judgement is a judgement that is made about a matter where only the opinion of an academic expert will suffice. For example, a judgement about assessment or degree classification or a judgement about a decision where a student is required to repeat or take further assessment will usually be academic judgement, and a student cannot appeal simply because they believe they ought to have received a higher grade or mark.

It will not normally be considered to be legitimate grounds for an academic appeal where a student disagrees with the conclusions reached by the Extenuating Circumstances Panel that considered his or her extenuating circumstances.

An Academic Appeal can be made in relation to fairness of procedures or facts of a case; however, there must be something which has materially affected the student’s performance.

This Process applies to all students of the University irrespective of mode of study, except Research Degree Students (i.e. those students studying MPhil or PhD, or Professional Doctorate students) for whom a specific and separate procedure applies (please see Manual of General Regulations Part 9 of the Manual of General Regulations- Research Degrees).

General Guidance on the operation of this Process is set out in **Appendix B**.

5. Appeals Procedure Stages and Timeframes

The formal procedure is divided into two parts, **an investigation stage for the determination of the academic appeal** and **a review stage**.

However, this procedure also allows for informal and local resolution of Appeals in order to give students an opportunity to seek clarification of an assessment or examination board’s decision, or to discuss their concerns with a nominated member of staff within the school following the publication of results. This informal stage is dealt with at programme, department or school level and provides an opportunity to support early resolution prior to the submission of a formal appeal. Where appropriate and proportionate the student should be provided with a written outcome of the informal stage.

The formal procedure involves the Registrar & University Secretary or their nominee as manager and facilitator of the procedure. The role of the Registrar & University Secretary (or nominee) is to ensure that the formal procedure is operated according to proper process and within relevant timescales, aiming to resolve Appeals as quickly as possible. **Appendix C** presents this Appeals Procedure as a flowchart.

Some academic appeals may require swift action, these include, but are not limited to:

- cases where the impact of the issues raised has detrimental consequences for the student's mental health or where the student displays significant distress
- cases where external time limits apply for example in meeting regulatory requirements for the completion of professional courses.

5.1 Open conciliation/feedback

Students are strongly advised to make every reasonable effort to resolve their appeal informally, through meeting with the member of staff most directly concerned with the matter, such as the Programme or Module Leader, before proceeding to submission of a formal Academic Appeal.

Students are encouraged to seek advice and assistance from the Students' Union. The Students' Union can arrange for a case worker to attend open conciliation that are arranged between the School and the student.

At open conciliation stage the appeal should be raised as soon as possible and normally **no more than 10 working days** after the publication of relevant assessment results via UEL Direct. The member of staff approached should endeavour to resolve the appeal through meeting with the student within **10 working days** of initial contact by the student.

The University recognises that the majority of potential appeals will be resolved satisfactorily at this stage. However, where this does not produce a satisfactory resolution of the matter giving rise to the concern, the appeal may be formalised and dealt with as in paragraphs 5.2 and 5.3 below.

5.2 Formal conciliation with Chair of Assessment/Progression Board

If, following conciliation and informal discussion a student wishes to appeal against a decision or recommendation of an Assessment/Progression Board, they should complete and submit an appeals form (set out in **Appendix D**). Once completed the form will be sent to the Institutional Compliance team within **ten working days** of the outcome of the conciliation response.

A student wishing to appeal against a decision of the **extenuating circumstances** panel must lodge her or his intention to appeal with Institutional Compliance **within ten working days** of the publication of the decision.

Once received the Compliance Team will undertake an initial evaluation to check that the academic appeal is submitted under the correct procedures, falls within the grounds upon which an appeal may be made, is submitted within the deadline and is in the required format.

This process may result in:

- the student being referred to a different procedure
- the academic appeal proceeding to formal consideration
- the academic appeal being rejected because it is not made under the permissible grounds or is out of time.

Where some parts of the student's academic appeal fall outside the permissible grounds, this will be explained to the student. There will be some cases where an appeal relates to external assessment by a Professional, Statutory or Regulatory Body (PSRB). In these cases the PSRB is likely to have its own appeals procedures which must be used.

If the academic appeal is accepted for formal consideration the Compliance Team will refer the appeal to the Chair of the Assessment/Progression Board, provided that the Chair has had no previous involvement in the matter.

The Chair of the Assessment/Progression Board (or an appropriate substitute), will convene a conciliation meeting to hear the appeal **within 10 working days** of the appeal being received by the Compliance team.

Following the meeting with the appellant, the Chair of the Assessment/Progression Board shall decide either:

- a) to raise a Chair's Action and allow the student to re-sit the relevant component *capped*;
- b) to raise a Chair's Action and allow the student to re-sit the relevant component *uncapped*;
- c) to refer the matter back to the Extenuating Circumstances Panel for further consideration;
- d) to dismiss the appeal.

Note: appeals against the decision of the extenuating circumstances panel are permitted only on the grounds stated in this procedure, **not** on the grounds that the student simply disagrees with the judgment of the extenuating circumstances panel)

The Chair of the Assessment/Progression Board shall consider whether, in consequence of a decision made in accordance with this policy, any decision of the Assessment/Progression Board should be reviewed.

The Chair of the Assessment/Progression Board and the student will sign the decision form to confirm that consultation has taken place. The signed form will be retained by the Complaints and Appeal Officer.

5.3 Panel Review

The student can make a request for the Appeal to be considered at a Panel Review. A request for a review may be on limited grounds, including but not confined to:

- a review of the procedures followed at the formal stage
- a consideration of whether the outcome was reasonable in all the circumstances
- new material evidence which the student was unable, for valid reasons, to provide earlier in the process.

The review stage will not consider the issues afresh or involve a further investigation. Where the student has requested a review of the decision of the Chair of the Assessment/Progression Board or the Chair of the Extenuating Circumstances Panel, the student will notify the Complaints and Appeal Team in writing, **within five working days** of the receipt of the decision from the Chair of the Assessment/Progression Board.

To be deemed valid, such notice of appeal must:

- (a) state the actual decision appealed against;
- (b) contain a brief summary of the grounds of appeal, including as appropriate:
 - any respects in which it is alleged that the assessment failed to accord with the regulations pertaining to the programme (identifying the regulation(s) which has/have allegedly been breached), or the nature of the material administrative error or other material irregularity relevant to assessment which has occurred;
 - how it is alleged that, for a student with a disability or additional needs, the needs assessment was flawed, the provisions recommended were not implemented, or the agreed assessment procedures have failed to be implemented.
 - provide evidence, other than the personal testimony of the student, in corroboration of the factual basis of the appeal, or indicate how such corroboration will be provided;
 - state the nature of the revised assessment sought from the Assessment/Progression Board, or the nature of the decision sought from the extenuating circumstances panel;

- demonstrate that conciliation has been attempted with the Chair of the relevant Assessment/Progression Board or, in her or his absence, an appropriate substitute.

On receipt of a valid notice of appeal, the Deputy University Secretary will check to establish if the grounds for an appeal are met as follows:

- Were the relevant procedures followed during the formal stage?
- Was the outcome reasonable in all the circumstances?
- Has the student received clear reasons why the academic appeal was rejected at the formal stage?
- If new material evidence has been provided has the student given valid reasons for not supplying this earlier?

If the grounds for appeal are not met, the outcome of the review will be communicated to the student in writing by issuing a Completion of Procedures letter as soon as possible and within **28 days of the receipt of the request for a review.**

If the grounds for appeal are met the Complaints and Appeals Officer, (acting on behalf of the Deputy University Secretary) shall notify the student and make arrangements for a meeting of an Academic Appeals Panel (described below) to hear the appeal, **normally within 30 working days** of the decision to allow the Appeal.

Academic Appeals Panel constitution

The Academic Appeals Panel shall comprise a Chair (who shall be a senior member of the academic staff with appropriate experience of assessment procedures) and three other members, consisting of:

- a Chair of another Assessment/Progression Board (or their representative);
- a member of teaching staff of the University;
- a trained representative of the Students' Union.

Where possible the University will seek to ensure that the composition of the panel reflects the character of our institution and/or at least one person has been trained in equality and diversity issues.

No member of the Academic Appeals Panel shall be a member of the school responsible for the programme concerned, or be involved in the teaching or assessment of the programme.

No member of the Academic Appeals Panel shall be an interested party. To the extent practicable, the same Chair should preside in hearings of appeals from an Assessment/Progression Board in any one year.

Appeal hearing

The student shall have the right to appear before the Appeals Panel and to be accompanied and assisted by one friend who is a member of the University and may or may not be an interested party. Such a friend may be a Students' Union representative but not a paid legal representative.

The student and his or her adviser and the Assessment/Progression Board through its representatives shall have the right to call and to question witnesses.

The Academic Appeals Panel shall be entitled to call witnesses on its own initiative and to call for the production of relevant documents.

The appeal shall be heard only on the grounds stated in the notice unless the Academic Appeals Panel decides otherwise. In the latter event, either the student or the Assessment/Progression Board shall be entitled to request an adjournment, appropriate to the requirements of the new grounds to check and share the evidence. If it appears that the adjournment will result in the appeal going into another day, the chair can take the decision to make a referred decision and notify the parties of the decision in writing.

Each party (*i.e.* the student and the Assessment/Progression Board) shall have the right to receive a copy of any written submission that is made on the part of the other.

The student shall be invited to provide details of any reasonable adjustments that may need to be made for the hearing in order to accommodate the appeal if they have a declared disability.

The University will pay reasonable, standard class travel expenses incurred as a result of the appellant's attendance at the hearing.

Where there is a clear justification for doing so e.g. where travel costs are prohibitive or the student's mode of attendance makes attendance in person difficult, a request to conduct the Panel via web link/skype can be considered. The Chair of the panel will have final say on whether the panel can be convened via web link. For any panel via video-link the Chair and panel members would be located at an on-campus location at the University.

If the student does not appear at the date and time scheduled for the hearing the Academic Appeals Panel shall consider whether any reasons advanced for non-attendance are valid, and:

- if members so judge, adjourn proceedings to a later meeting;
- if no reasons are advanced, or if they are judged invalid, proceed in the student's absence.

Outcome of the Appeal Panel

The Academic Appeals Panel shall be empowered either:

- a) to allow the student to re-sit the relevant component *capped*;
- b) allow the student to re-sit the relevant component *uncapped*.
- c) to dismiss the appeal.

In making a reference back, the Academic Appeals Panel shall state the grounds on which it has reached its decision and what matters it requires the Assessment/Progression Board to consider further. The Academic Appeals Panel may make recommendations provided these are not academic judgements and provided that reasons for the recommendations are given.

The Academic Appeals Panel shall consider whether, in consequence of any decision made in accordance with this policy, any decision of the Assessment/Progression Board should be reviewed.

Assessment/Progression Boards may set up sub-boards drawn from their own membership to review the strength and possible effect of the Academic Appeals Panel's recommendations. The full board shall then meet as promptly as possible to consider the reference back in the light of the sub-board's findings, and shall submit a report of such a meeting to the Academic Appeals Panel.

Completion of Procedures

If the academic appeal is not upheld, this will be communicated to the student in writing by the issue of a Completion of Procedures letter as soon as possible and within 28 days.

The Completion of Procedures letter will include a clear explanation and outline the reasons for the decision. The decision should also advise the student about:

- their right to submit a complaint to the OIA for review
- the time limit for doing so
- where and how to access advice and support.

Authority of Academic Appeals Panels

The decision of the Academic Appeal Panel is final and there shall be no further appeal against this decision. If there is evidence of procedural irregularity in the conduct of an appeal the student can request a review by the Deputy University Secretary who may require the Academic Appeals Panel to reconsider the case.

Training and awareness

The Registrar & University Secretary will organise activities to raise awareness of this Appeals Procedure, and how it is to be used, amongst the student body. The Registrar & University Secretary will also provide support, guidance and training for staff in Schools / Services on any changes to this Appeals Procedure, its application, and good practice in handling Appeals and resolving them as close as possible to their point of origin.

Appendix A

Appeals from students studying on partner programmes

The University makes awards to some students studying programmes at partner institutions. A student on a programme at a partner institution may make use of various University services. The University has overarching responsibility for the quality and standards of the academic programmes offered by these institutions.

Students on such programmes may complain to the University on matters related to the quality of his/her academic programme. Appeals can be made direct to the University following completion of the relevant partner institution's Appeals procedures.

Group Appeal

Where a group of students wish to submit a collective appeal, the group should nominate a spokesperson to act as the channel of communication for the group. However, the appeal form must contain the names and signature of all of the other students in the group

Managing student appeals

Appeals on matters related to the academic programme should first be pursued in accordance with the partner institution's own Appeals policy and procedures. If, following completion of those procedures, a student considers the outcome to be unsatisfactory, the student can request a formal review of that outcome by the University pursuant to this Appeals Procedure (subject to establishing the necessary grounds for such a Review). The student is expected to submit the request within one calendar month of the student receiving written confirmation from the partner institution of the final outcome of the appeal in accordance with its own procedures.

An annual summary report of student Appeals in partner organisations will be received by Board of Governors and a record will be retained.

Appendix B

Guidance Notes to accompany the UEL Appeals Procedure

Appeals to the VC and other senior members of staff

If an appeal is made to the Vice-Chancellor's Office or the Office of any Senior Manager, it will be referred to the Compliance Team who will ensure that it enters the procedure at the appropriate point.

Reimbursement of expenses

If an appeal is upheld, the University will meet any reasonable 'out of pocket' expenses connected with the Formal stage of the Appeals Procedure, on production of receipts; this may include travel and subsistence costs in connection with the student's attendance at a complaint hearing (if any).

Support for students and Appeals from third parties (including representation from MP's)

Students may seek advice from the Students' Union in relation to bringing an appeal and may request that a Students' Union officer accompanies them to any meetings associated with the appeal. The University will not accept Appeals from third parties except where they are acting as the students' representative with the student's written consent. Any communication with third parties should comply with data protection legislation and the University's guidance on handling personal information.

In providing permission for the University to correspond with a third party (or by appointing a Member of Parliament to make the appeal on their behalf), the student shall accept that this may include disclosure to the third party of relevant information.

Conciliation meetings

It is recommended that Chairs of Assessment/Progression Boards ensure that conciliation meetings are attended by the student; any representative of the student and an administrator. The Chair (or a nominee) will chair the meeting. Notes of the meeting must be taken and the Chair should consult with colleagues in Registry before reaching any decision or communicating the same to the student.

Investigation and supporting information

Students are expected to provide at the time of submission of their appeal, all relevant documentation or other evidence and details of all issues which they wish to be taken into consideration. Where this is not possible for good reason, students are expected to indicate what documentation or evidence is to follow. The person receiving the appeal shall be entitled to impose a reasonable deadline by which this further information should be provided by the student.

Equality and Diversity

These internal regulations of the University and their associated policies and guidance will be operated in accordance with its [Equality and Diversity Policy](#).

Reasonable conduct

It is expected that students, their representatives and staff members should act reasonably and fairly towards each other in good faith and respect this Appeals Procedure. The University has a responsibility to protect its staff against unacceptable behaviour according to its regulations and policies and action will be taken for any abuse of process.

Confidentiality

Appeals will be handled with an appropriate level of confidentiality, with information released only to those who need it for the purposes of investigating or responding to the appeal.

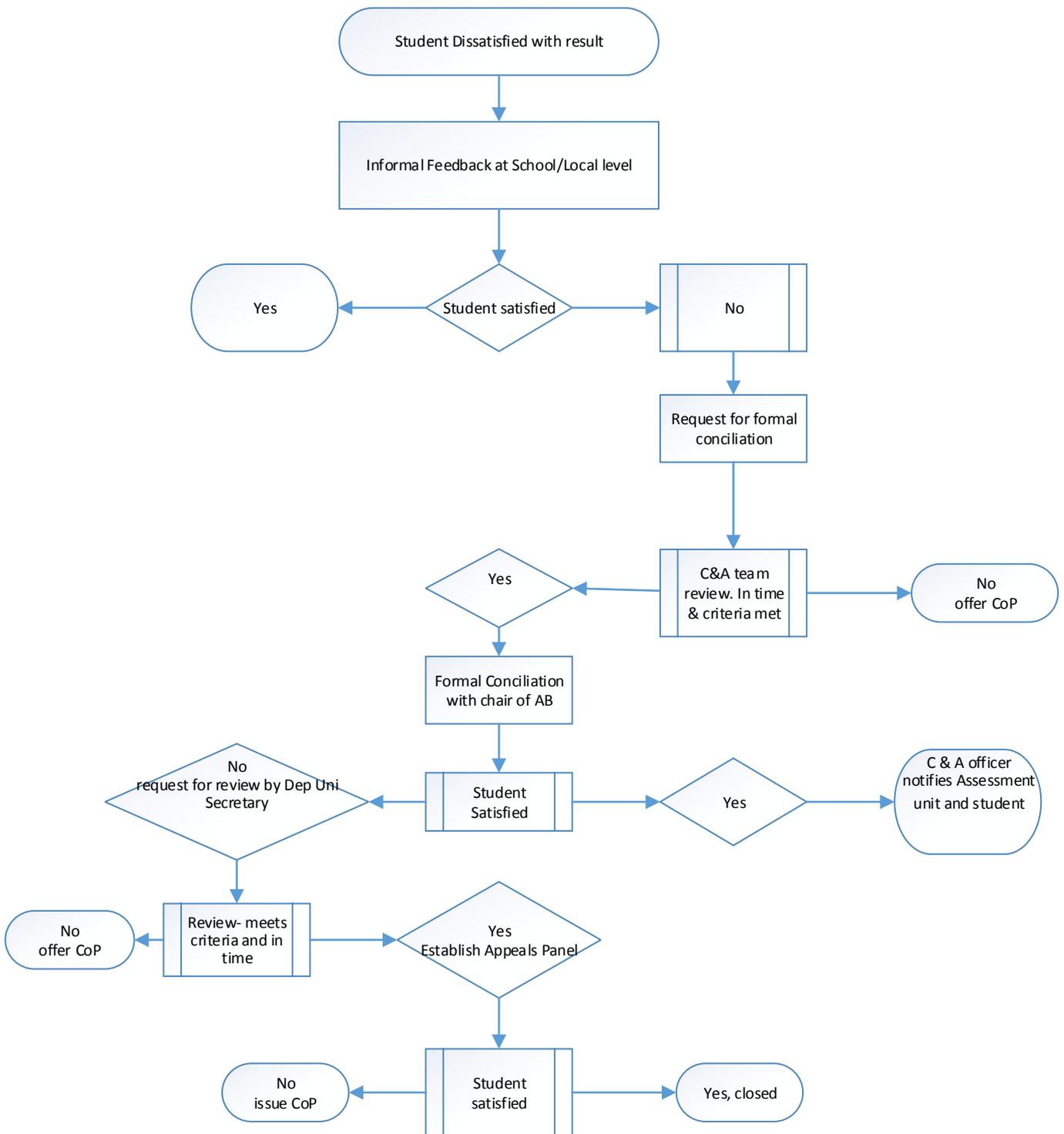
Reporting and Monitoring

All Appeals considered under the formal stages of this Appeals Procedure will be recorded and reported annually by the Compliance Team. This will detail the number of Appeals as well as the outcomes and will highlight any potential areas for enhancement or lessons learned.

Partner institutions will also be asked to submit an annual report on any appeals. These reports will be collated with information on University level reviews so that an annual report of all Appeals can be provided to Academic Board.

Appeals & Appeals will oversee the tracking of Appeals and recording of key data on behalf of Board of Governors. All data held will be monitored in accordance with the [Equality and Diversity Policy](#) and reported on an annual basis to the Board of Governors. The annual report will identify and evaluate any issues for which further action needs to be taken.

Appendix C Appeals Procedure Flow Chart



APPEAL FORM



This form can be used by a student to appeal against the decision of an Assessment/Progression Board.

1. Please read Part 7 of the Manual of General Regulations (Appeals against Assessment/Progression Board decisions), paying particular attention to paragraphs 5.1 and 5.2 which set out specified deadlines for submitting appeals. Guidance notes are also available at: <https://www.uel.ac.uk/Discover/Governance/Policies-Regulations-Corporate-documents/Student-Policies/Student-Appeals>.
2. Before you attend a conciliation meeting with the Chair of Assessment/Progression Board, it is recommended that you first contact the School to attempt to resolve your appeal informally.
3. Once your completed form is submitted to the Complaints and Appeals Officer and is accepted as valid, you will need to attend a conciliation meeting with the Chair of Assessment/Progression Board. **Please complete sections 2 to 5 of this form in advance of the conciliation meeting and bring the form to the meeting. Section 1A of this form must be completed by the Chair of Assessment/Progression Board at (or shortly after) the meeting to indicate his/her decision and returned to the student.**
4. Complete Section 1B of the form and return to Institutional Compliance (regardless of the outcome of the conciliation meeting).

Please return the completed form to: appeals@uel.ac.uk or to Complaints and Appeals Officer, Institutional Compliance, University of East London, Docklands Campus, 4-6 University Way, London, E16 2RD.

You can seek advice from the Students' Union Advice and Information Service during the appeals process, but please do not delay submitting your appeal form whilst waiting for an appointment, as your appeal could be rejected as submitted out of time. Please call 020 8223 7025 to arrange an appointment or for e-mail advice, complete the Contact Form at this address: <https://www.uelunion.org/advice/academic/contact/>.

Please note that as stated in paragraph 4.1 of Part 7 of the Manual of General Regulations, when appealing, there is the possibility that the final outcome may not be decided until after the reassessment opportunity period. If this proves to be the case, you may be asked to re-sit the component in question, whilst you await a decision on your case and you should therefore prepare appropriately for this scenario.

STUDENT DETAILS

Title	
Surname	
Forename(s)	

Correspondence address	
Contact tel.	
E-Mail address	
Student Number	
Programme of study	

ATTEMPT AT INFORMAL RESOLUTION

Before you attend a conciliation meeting with the Chair of Assessment/Progression Board, it is recommended that you first contact the School to attempt to resolve your appeal informally. Please give details of who you have communicated with:

Member of staff	
Position	
Date contacted	
Summary comments from meeting	
If you did not contact a member of school staff, please give a reason for this	

SECTION ONE - EVIDENCE OF CONCILIATION

This section must be completed by the Chair of the Assessment/Progression Board and student following the conciliation meeting.

A - FOR COMPLETION BY THE CHAIR OF THE ASSESSMENT BOARD OR NOMINEE	
Following a conciliation meeting with the student named above, I have reached the following decision (<i>please tick one box</i>)	
	To UPHOLD the appeal
	To DISMISS the appeal

	I have agreed to allow the student to re-sit the component capped
	I have agreed to allow the student to re-sit the component uncapped
	To refer the matter back to the Extenuating Circumstances Panel for further consideration

Please explain the rationale on which the outcome of conciliation was based. *Please complete this section in all cases and continue on a separate sheet if required.*

FULL NAME:	ASSESSMENT BOARD:
SIGNATURE:	DATE:

B - FOR COMPLETION BY THE STUDENT

I have attended a conciliation meeting with the Chair of the Assessment/Progression Board or his/her nominee and (*please tick one box*)

	I accept the decision of the Chair of Assessment/Progression Board.
	I do not accept the decision of the Chair of the Assessment/Progression Board and request that my case should be considered by the Deputy University Secretary or his/her nominee.

SIGNATURE:	DATE:
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SECTION 2 - DETAILS OF ASSESSMENT GIVING RISE TO APPEAL

MODULE CODE	ASSESSMENT COMPONENT	YEAR AND TERM	DECISION (as appears on Moodle)

GROUNDS OF APPEAL

(Please tick relevant box(es) to indicate the grounds for your appeal)

	There has been a material and significant administrative error in the information received and considered by the Extenuating Circumstances Officer, the Assessment/Progression Board and/or the Board of Examiners.
	The assessment has not been conducted in accordance with the approved regulations for the programme of study.
	Some other material irregularity has occurred in the procedures of the Extenuating Circumstances Officer, the Assessment/Progression Board and/or the Board of Examiners.
	The decision made by the Extenuating Circumstances Officer was perverse by reference to the evidence supplied by the student.
	If the student had been prevented from attending an exam or submitting coursework by illness or another good reason that related to the student's personal circumstances, but could not apply for extenuating circumstances by the deadline.
	For a student with a disability or additional need, the initial needs assessment was not correctly carried out, or the support identified was not provided, or the agreed assessment procedures for that student were not implemented.

When were the results published on Moodle? Please attach a copy of your results

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If you are submitting a late appeal, please explain the reasons for this.

Please continue on a separate sheet if required.

SECTION 3 - DETAILS OF YOUR APPEAL

List any published regulations that you claim were breached in relation to your assessment. <i>Please provide title of document and relevant paragraph and page numbers</i>	Clearly state the grounds for your appeal and briefly explain what events have led you to submit an appeal	What evidence can you present to support your claim?

Use extra sheets if necessary. Please attach copies of any documentary evidence.

SECTION 4 – SUPPLEMENTARY EVIDENCE

Adviser:

Should your appeal proceed to a panel hearing you have the right to be accompanied by an adviser (case workers of the Students' Union can act in this capacity if asked). If you wish to have an adviser present, please provide their details below.

Full name	
Correspondence address	
Tel No	

Witnesses:

If your case will be supported by the testimony of one or more witnesses, please give their full details below (use an extra sheet if necessary) and attach a witness statement.

Full name	
Correspondence address	
Tel No	
Full name	
Correspondence address	
Tel No	

Documentary evidence:

Detail below the nature of any documentary evidence that you have attached to this form.

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SECTION 5 – DECLARATION

Please tick all boxes below and sign the declaration at the bottom			
	I have read the student guidance notes and, where required, sought advice from the Students Union Advice and Information Service.		
	I have attempted to resolve my appeal informally with the school, before lodging my intention to appeal.		
	I have completed Sections 2 to 5 clearly explaining the grounds of my appeal.		
	I have attached all additional sheets and documentary evidence.		
	The details on this form are correct to the best of my knowledge.		
<p>In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:</p> <ul style="list-style-type: none"> a) to hold some elements of the information that you have provided on an electronic database; b) to disclose the information that you have provided to authorised members of University staff, their legal advisers or where the law requires, as necessary for the reasonable purposes connected with the investigation of your Appeal. <p>Please sign below to confirm that the information you have provided is accurate to the best of your knowledge, and to indicate your consent for the information provided to be used as detailed above.</p>			
Signature		Date	

Please return the completed form to:

Student Complaints and Appeals Officer
 Institutional Compliance
 University of East London, Docklands Campus
 4-6 University Way
 London
 E16 2RD.