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| **For QMO Use Only** | |
| Date R’cvd |  |
| A&R |  |
| Late |  |



**ACADEMIC APPEAL FORM**

**STAGE 2 (REVIEW)**

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| **Guidance** |
| This form should only be used if you have received the outcome of a Stage 1 academic appeal and you are dissatisfied with the outcome.  Guidance: <https://www.salford.ac.uk/askus/admin-essentials/academic-appeals>.  For independent help and advice, contact the [Advice Centre in the Students' Union](https://www.salfordstudents.com/advice) via email at [advicecentre-ussu@salford.ac.uk](mailto:advicecentre-ussu@salford.ac.uk).  **Please read and complete all sections of this form.** |

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| **Timescale** |
| Submit your stage 2 academic appeal with evidence within **10 working days from the date you receive your stage 1 academic appeal outcome.** |

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| **Your Details** | | | |
| First Name |  | | |
| Last Name |  | | |
| Student Number | @ | | |
| School/Partner Institution |  | | |
| Course/Programme |  | | |
| Year of Study |  | Level: |  |
| Date of Results Letter/Postgraduate Research Award Board (PRAB) Outcome Email |  | | |
| Email Address  (University email preferred) |  | | |

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| **Grounds for Stage 2 Academic Appeal** | |
| **An appeal/request for review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.** | |
| 1. that there was a procedural irregularity at Stage 1 of the Academic Appeals Procedure which has materially disadvantaged the student; | YES/NO |
| 1. the emergence of new and relevant evidence which, for good and reasonable cause, was not available during Stage 1; | YES/NO |
| 1. that evidence is available to show that the outcome reached at an earlier stage was manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse, i.e. that the outcome was not a possible conclusion which a similar hearing or process of consideration might have reached. | YES/NO |
| **In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the response you have received at Stage 2 of the Academic Appeals Procedure.** | |
| **Ground A**  Please explain why you believe that there was an ‘irregularity’ in how your appeal has been considered at a previous stage of the process and how you believe this has affected the outcome. | |
| **Ground B**  Please list the evidence you intend to use, explain why this was not available at an earlier stage of the academic appeals procedure and its relevance to your appeal (attach any relevant information). | |
| **Ground C**  Please explain why you believe the outcome reached at an earlier stage was ‘manifestly unreasonable’ and the evidence you wish to use to support this (attach any relevant information). | |

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| **If you have missed the deadline to submit your appeal at Stage 2, you will need to provide reasons for the delay and include supporting evidence with your appeal form (e.g. if you were ill or incapacitated during the relevant time period, you should provide medical evidence).** |
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| **Outcome** |
| **Please indicate, without prejudice, what outcome or further action you are expecting.** |
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| **Evidence** |
| **List evidence submitted with this form** |
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| Declaration **By signing this appeal form I confirm the above information and supporting evidence is true and accurate. I understand that failure to submit supporting evidence may result in this application being rejected regardless of the subject of the appeal. I have read and understand the academic appeal guidance notes. I understand that advice and guidance is available from the Students’ Union**. | |
| Signed: | Date: |

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| **How to submit your stage 2 Academic Appeal** |
| Submit this form and evidence by email to [**academicappeals@salford.ac.uk**](mailto:academicappeals@salford.ac.uk) |