

STAGE 2 FORMAL APPEAL

Student guidance in progressing your appeal to the formal stage.

If you feel that you are dissatisfied with the outcome of Stage 1 of this process, please use this form to progress your appeal to Stage 2; this is the formal stage. It is important that you read the guidance attached to this form together with the Higher Education Appeals Process. The Student Support Centre can help you; they will give you free and confidential support and will explore all possible options to help you to progress your appeal. They can be contacted at studentservices@newham.ac.uk

Part A - Student Information		
A	First Name:	Course Title:
	Surname:	Personal Tutor:
	Student ID number:	Current Year of Study:
	College email address:	Course Leader:
	Contact telephone:	Address to which ALL communication is to be sent. Note if this is different to your registered address you must provide a rationale.
Part B - Do you have a disability		
B	Do you think you will need any disability related support or adjustments at any stage during the appeals process?	
	You can find contact details for Disability Services at studentservices@newham.ac.uk	

Part C - Statement of Appeal	
C1	Please identify that matters of you wish to appeal – clearly identify the decision making panel e.g. Mitigating Circumstances Panel.
	1.
	2.
	3.
	4.
	Please describe the grounds for your appeal – please refer directly to the list below

Student Appeal Form - Newham College of Further Education – Higher Education Only
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C2	<ul style="list-style-type: none"> a. that staff or bodies have failed to follow regulations and/or process or have failed to follow them with due care. b. that staff or bodies have shown bias or prejudice towards the student in the way they have made the relevant academic decision. c. that the student's performance was affected by extenuating circumstances that they could not report at the time for valid reason. d. that the student's performance was affected by extenuating circumstances that were reported at the time and relevant new evidence has since become available which has not been taken into account in making the relevant academic decision
C3	<p>Please outline your evidence – please note that it must be directly relevant to your reasons for appeal, it must be timely and coherent.</p>

D	Evidence list – Please list and attach all the evidence that you are using for this appeal

E	Student Signature	Date	Please submit this form to HE.Registry.ac.uk

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Student guidance for making a appeal

Part A - Please ensure that all details are accurate, all communication regarding this appeal will ONLY be sent to your College email account. The only exception to this is where a former student makes n appeal, please see the Appeals Process for details. Or, where the College has agreed for you to be represented by a third party. In this case will communicate with this representative only.

Support to make a appeal

The College strongly recommends that you are supported in making a appeal, confidential support can be found at Student Services Team who can be contacted at students.services@newham.ac.uk

Students with Disabilities

The College works to anticipate and meet disabled students' needs, part B allows you to tell us if you have a disability and whether you need any support or adjustments. You do not need to disclose the nature of your disability, but it will help us to make adjustments to the appeals process if you tell us about the type of support you usually need. Some examples might be that you need help completing forms or information in alternative formats, or that you have access requirements which will need to be taken into account. Knowing about a student's helps us ensure that you can access the appeals process effectively.

Stage 2 - Formal Appeal