Academic Appeal Process – Stage Two

Stage One outcome

If, upon receipt of the Stage One outcome email, a student feels that there has been an error or irregularity with the consideration of their case, they may decide to escalate it to Stage Two of the appeal process.

Stage Two form

The student should complete a copy of the Stage Two form, clearly explaining why they remain dissatisfied. The form (and any additional supporting evidence that had not been submitted at Stage One) should be submitted within ten working days of the Stage One outcome to: academicappeals@uwe.ac.uk.

Receipt

The Complaints and Appeals Team will email the student to acknowledge receipt of the Stage Two appeal; the email acknowledgement should be received by the student within three working days. If it is not, please call: 0117 3283371.

Panel preparation

The team will prepare all relevant paperwork for consideration by the University Appeal Panel. The team may need to request further information from the University or from the student prior to the Panel meeting. Therefore, the student should regularly check their email during this time.

Resits

Whilst awaiting the outcome of the appeal, the student is expected to prepare for and to undertake any resit assessments for modules in which they have been referred.

Panel membership

The Stage Two appeal will be considered by a University Appeal Panel, the Panel is Chaired by an Assistant Vice-Chancellor and membership includes one senior representative from each Faculty, the associate Faculty and Student Partnership Services.

Panel meeting

If the Panel feels that more information is required, the decision will be placed on hold whilst the Complaints and Appeals Team contact University staff and/or the student for further details/documentation.

Decision made

Once the Panel has reached a decision, the Complaints and Appeals Team will produce a Completion of Procedures letter detailing the outcome. The letter will be sent to the address specified on the Stage Two form. It is anticipated that the letter will be sent within six weeks of the Stage Two submission.

Outcome letter

The Completion of Procedures letter marks the end of UWE's appeal process. The letter will advise the student on the next course of action should they disagree with the Appeal Panel's decision.