



UK

Academic appeals notification form

SECTION 1: Personal details

Surname

First name/middle names

Year group

Address

E-mail

SECTION 2: Summary of Academic Appeal (Stage 1 – Eligibility and Primary investigation)

For Formal Academic Appeals - Stage 1: please outline your appeal in as much detail and as precisely as possible.

SECTION 2: Academic Appeal - Stage 2 (Hearing by the Academic Appeals Committee)

For requests to review decisions during Stage 1: please clearly state the reasons why you feel the decision(s) taken were not appropriate.

SECTION 3: Academic Appeals (stage 3 – Review by the Academic Board)

What are the key points of your review request?

There was a procedural irregularity or error in the investigation

Please state clearly

- (i) what the procedural irregularity/error is
- (ii) any underlying facts
- (iii) the evidence that supports this

There was prejudice or bias on the par of the Academic Appeals Committee

- (i) on which grounds you believe the decision to be prejudiced or biased
- (ii) any underlying facts
- (iii) the evidence that supports this

The decision was unreasonable

Please state clearly

- (i) why you consider the decision to be unreasonable
- (ii) any underlying facts
- (iii) the evidence that supports this

SECTION 5: Declaration (please tick to indicate your agreement)

I have read EM Normandie UK's Academic Appeals Procedure

I understand that EM Normandie UK may need to exchange information about my review request within the EM Normandie Group and with other persons and organisations, including disclosing this completed Review Request Form and my accompanying evidence where necessary, (for example, to collect information or to seek statements from relevant persons or bodies within the Group)

The information I have given on this form is true, correct and complete, to the best of my knowledge

Signed:

Date:

Submit this form and all evidence to academicappealsoxford@em-normandie.co.uk