



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 part 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

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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)

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

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Signed:

Date:

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

Annex 1 – Control table

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Feb 2023
Approved by :		Miriam Schmidkonz, Principal		
Version	v2	Name	Role	Date
Reviewed by :		Shane de Fonseka	UK Head of QA & Accreditations	Aug 2024
		No changes		
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v3			
Reviewed by :		Birgit Muller	Office Manager	Aug 2025
		Addition of review table		
Changes approved by :		Miriam Schmidkonz, Principal		
Version	v	Name	Role	Date
Reviewed by :				
Changes approved by :				
Version				
Reviewed by :				
Changes approved by :				