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| **ACADEMIC APPEAL FORM**  **(Stage 2: Final Stage Appeal)** |

You should complete this form if you have been notified of the outcome of your Academic Appeal (Stage 1: Investigation & Review) and are still not satisfied. If you have not yet gone through Stage 1, you need to complete a stage 1.

Before completing this form, it may help to seek advice about your concerns. The Student Support Advisor will provide confidential and independent advice.

Please ensure that you have read the EDA College’s Academic Appeals Procedure on our website. Please ensure you have read the privacy notice about who can see the personal information you share on this form and how long we keep it.

To begin the formal procedure of an Academic Appeal (Stage 2), complete this form as indicated in each section. If you have any concerns or queries about filling in the form, Student Support Advisor will be able to help you.

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| **SECTION A – YOUR PERSONAL DETAILS** |

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| **Full Name:** | |  |
| **Student Number:** | |  |
| **NOTE** | *Acknowledgement of receipt of your form and any progress updates will be sent to your college email address, and copied to the address we have for you on system.* | |

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| **SECTION B – YOUR STAGE 1: INVESTIGATION & REVIEW APPEAL** | |
| When did you submit your formal Stage 1 appeal? |
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| What was the outcome of your formal Stage 1 appeal? |
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| When were you informed about the outcome of your formal Stage 1 appeal? |
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| **SECTION C – YOUR FINAL STAGE APPEAL (Senate Panel): Stage 2** |

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| **C1:** | **What does your appeal relate to?**  **(*check all boxes that apply and provide details below)*** |
|  | 1. The overall result and classification of the degree or qualification of the award |
|  | 1. An assessment board decision, where the decision: |
|  | i. is a withdrawal from the course |
|  | ii. Requires a resit or retake |
|  | iv. Requires you to accept a lesser award than you anticipated |

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| **B2: Please provide below details of the academic result(s) or decision being appealed.**  **Nb. Results are available on College Moodle and/or MyNewman following programme assessment boards for the respective cohort.** |
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| **B3:** | **What are the grounds for your review stage appeal?**  (*tick all that apply and provide details below)* |
|  | 1. The fresh grounds or evidence only came to light after the Review Stage was completed |
|  | 1. The fresh grounds or evidence could not have been made available before the Review Stage |
|  | 1. The fresh grounds or evidence add a significant new dimension to the case. |

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| **Please explain the reason for your review stage appeal** (*continue overleaf if necessary)* |
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| **SECTION C – SUPPORTING EVIDENCE** |
| **C1: Please list below the evidence you are attaching to support your appeal**  **NOTE:** *Your appeal will be considered on evidence only so please ensure you submit all evidence and supporting documentation relevant to your appeal. These should be official documents that include dates (e.g. doctor’s note, police incident reports etc.). It is useful to include information about how your circumstances may have changed in order for you to successfully meet the requirements of your programme.* ***Please note that if mitigating circumstances have already been agreed, these same circumstances cannot be used again for an appeal.*** |
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| **C2: How would you like the appeal to be resolved?** |
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| **SECTION D – Data Protection:**  *On this form you may have shared personal information about yourself or someone else, some of which may be ‘special category’ under data protection law. This includes, but is not limited to, information about your health (inc. mental health), race, ethnic origin, religion, sexual orientation, trade union membership, political opinions or philosophical beliefs. We recommend you read the privacy notice about who can see this information and how long we keep it. We need your permission to use any ‘special category’ personal information that you share with us as part of your appeal.* |
| I agree any personal information I have shared on this form may be used as part of my   Academic Appeal. |
| *You have the right to withdraw your consent at any time. However, if you choose to do so before your appeal is considered, it may not be possible to consider your appeal, or you will need to re-submit your appeal without that information. To withdraw your consent for this personal information to be used please email* [*appeals@edacollege.co.uk*](mailto:appeals@edacollege.co.uk)*.* |

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| **SECTION E – DECLARATION** | |
| I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief. I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the college to the extent necessary for the consideration of my appeal. | |
| **Signed:** |  |
| **Date:** |  |

**Where to submit your formal appeal:**

Please return the form and any supporting documents / evidence to: [appeals@edacollege.co.uk](mailto:complaints-appeals@edacollege.co.uk) or EDA College ltd, Floor 16, Quayside, 260 Broad Street, Birmingham, B1 2HF