**Stage 2 Academic Appeal Guidance**

To be submitted within 14 days of the date of written notification of the decision against which you are appealing. Please note that we can only accept a Stage 2 Academic Appeal Form which is signed by the student who is appealing and/or where it has been submitted via their King’s College London email account.

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| Important Information |
| It is essential that you consult the [T44 Academic Appeals for Students on Taught Programmes Regulation](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-19-20/t44.pdf) before completing this form, as it contains important information about how the College will handle your appeal and the relevant timescales. There are 2 stages under the Procedure; this form should be used for making a Stage 2 appeal and should be submitted to the Student Conduct & Appeals Office. Please submit this form and your accompanying evidence via email to us at [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Please note that new documentary evidence that has not already been submitted as part of the Stage One Appeal will not normally be considered at Stage 2. Only in the most exceptional circumstances, and at the discretion of the Head of Student Conduct & Appeals, will such documentation be accepted for consideration. |

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| Sources of Advice and Guidance |
| KCLSU Advice provides free, independent, and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Website: [kclsu.org/advice](https://www.kclsu.org/advice/)  Contact Form: [kclsu.org/adviceform](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kclsu.org%2Fadviceform%2F&data=01%7C01%7Ckate.harvey%40kcl.ac.uk%7Cde63bbb83c4e4133061a08d5d06dc680%7C8370cf1416f34c16b83c724071654356%7C0&sdata=nxLqkvZsu5SQ%2FTCYy80znpL878A8%2BsBXiTiWcFhng2g%3D&reserved=0)  Telephone: 0207 848 1588  Student Conduct & Appeals provides advice on matters concerning university regulations  8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WA  Webpage: [kcl.ac.uk/appeals](http://www.kcl.ac.uk/appeals)  Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Telephone: 0207 848 3989  King’s College NHS Health Centre Web:  [kclnhshealthcentre.com](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.kclnhshealthcentre.com&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=Kf%2BhPDqgz7gIkgqXBKC6AZh5Xh6LP1q581ubn0Ajxv0%3D&reserved=0)  Telephone: 0207 848 2613  Student Services\*  Web: [self-service.kcl.ac.uk/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fself-service.kcl.ac.uk%2F&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=lx2VhQ56tdXKXR0bMfay5n0YtkJE1StbyiOpgN6qI24%3D&reserved=0)  Telephone: 0207 848 1234  \* Student Services provide access to the Disability Support Service, the Counselling & Mental Health Service, Fees, Funding and Money Advice, International Student Support and Housing & Accommodation Support as well as other services.  Guidance on harassment, bullying and discrimination  Webpage: [kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx](http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx)  University Regulations  Website: [kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx)  You may also wish to consider contacting your Personal Tutor or Course Representative for support. |

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**Stage 2 Academic Appeal Form**

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| 1. Your Details | |
| Full Name |  |
| Student Number (on your King’s ID card, NOT your K number) |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Alternative Email |  |

If you have supplied contact information which is different to the details currently held by the College please update your Student Record as soon as possible by following this link: [http://mykcl.kcl.ac.uk](http://mykcl.kcl.ac.uk/)

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| 1. Your Appeal |
| Please indicate which of the criteria your appeal is based on.  **Regulation T44.19(a)**  that there is new evidence that could not have been, or for good reason was not, made available at the time of the Stage One submission and that sufficient evidence remains that the appeal warrants further consideration  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *New evidence which the FAB has not previously; and* * *A reason/evidence to explain why this evidence could not have been, or for good reason was not, made available at the time of your Stage One submission* * *A reason/evidence to explain why your appeal merits further consideration.*   **Regulation T44.19(b)**  that evidence can be produced of significant procedural error on the part of the College in considering the appeal, and that sufficient evidence remains that the appeal warrants further consideration.  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *Clear evidence of a significant procedural error on the part of the FAB in considering your Stage One Appeal; and* * *A reason/evidence to explain why your appeal merits further consideration.*   **Regulation T44.19(c)**  giving due consideration to the evidence previously provided, the decision of the FAB was unreasonable.    *Please specify:*  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *A reason/evidence as to why you feel the Board’s decision was unreasonable; and* * *Demonstrate that no reasonable person could have reached the decision that was made.* |

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| 1. Affected Modules |
| Date of publication of results:  Please indicate below which modules your appeal relates to.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Module Code | Module Title | Attempt Number | Result Achieved | If relating to specific assessment item state below | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

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| 1. Your Appeal |
| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number. |

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| 1. Supporting Evidence |
| If you are submitting documentation with your appeal, please list below each piece of documentation you have attached to this form. If you are referring to publications or legislation, please include the specific sections, rather than attaching the entire document. Please note that submitting significant documentation may result in the nominated investigator requiring extra time to consider your appeal. |

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| 1. Declaration |
| I have read and understood the College’s T44 Academic Appeals for Students on Taught Programmes Regulation.  All information and documentation provided in/with this form is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that the submission of a falsified claim or documentation constitutes an offence under the G27 Misconduct Regulation and/or the G29 Fitness for Registration and Fitness to Practise Regulation.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration, including those set out in the T44 Academic Appeals for Students on Taught Programmes Regulation.  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.  I give permission for the College to seek verification of the authenticity of any statements or evidence provided with this appeal.  *Continued overleaf*  If I choose to share this appeal/issues relating to this case in the media or on social media, I agree that I waive my rights to this information being kept confidential in so far as the College reserves the right to respond in an appropriate manner with due care and attention to any allegations which I make  Student signature:  Date: |