**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 1 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 [A6 Regulations for Academic Appeals](http://www.kcl.ac.uk/college/policyzone/assets/files/students/A6_Regulations_for_Academic_Appeal_201516.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 Two. Only in the most exceptional circumstances, and at the discretion of the Director of Students and Education, will such documentation be accepted for consideration. |

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| Sources of Advice and Guidance |
| Student Conduct & Appeals Office provides advice on matters concerning College regulations  8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WA  Website: <http://www.kcl.ac.uk/appeals>  Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Telephone: 0207 848 3989  KCLSU Advice Service provides free, independent and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Website: <https://www.kclsu.org/advice/>  Email: [advice@kclsu.org](mailto:advice@kclsu.org)  Telephone: 0207 848 1588  The Compass, Student Advice  Website: [www.kcl.ac.uk/thecompass](http://www.kcl.ac.uk/thecompass)  Counselling Service  Website: [www.kcl.ac.uk/counselling](http://www.kcl.ac.uk/counselling)  Chaplaincy  Website: [www.kcl.ac.uk/chaplaincy](http://www.kcl.ac.uk/chaplaincy)  Disability Advisory Service  Website: [www.kcl.ac.uk/disability](http://www.kcl.ac.uk/disability)  Guidance on harassment, bullying and discrimination  Website: <http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx>  College Regulations  Website: [www.kcl.ac.uk/regulations](http://www.kcl.ac.uk/regulations)  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 |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Contact Address |  |
| KCL Email | @kcl.ac.uk |
| 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 A6 2.19(a)**  If, in the view of the Director of Students and Education, the Assessment Board’s handling or consideration of the case was not undertaken in accordance with the procedure outlined in the A6 Regulations and the Stage One Appeal Form; and if sufficient evidence remains that the request for review warrants further consideration.  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *A reason/evidence to explain why you feel the Board has not acted in accordance with the prescribed procedure; and* * *A reason/evidence to explain why your appeal merits further consideration.*   and/or  **Regulation A6 2.19(b)**  If, in the view of the Director of Students and Education, giving due consideration to the evidence previously provided, the decision of the Assessment Board in response to the representations made could not reasonably be sustained.  *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 cannot reasonably remain unchanged; and* * *Demonstrate that no reasonable person could have reached the decision that was made.* |

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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 documentary evidence you have submitted with this form. |

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| 1. Declaration |
| I have read and understood the College’s A6 Regulations for Academic Appeals.  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 B3 Misconduct regulations and/or the B5 Fitness for registration and fitness to practise regulations.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration.  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.  Student signature:  Date: |