1. **Guidance Notes**
Before completing Appeal Outcome Review Stage 2 form, please read GEAR Section H: Academic Appeals: https://staff.brighton.ac.uk/reg/acs/docs/GEAR%202019-20_sectionH.pdf and refer to the Appeals process flowchart.

Please ensure you understand the valid grounds of appeal before completing the form.

2. **Advice and Guidance**
You are **strongly advised** to seek independent advice on the completion of your appeal form before submitting it. Advice and guidance can be obtained from the University of Brighton Students' Union, bsuacademic@brighton.ac.uk or telephone 01273 642876.

3. **Completion of a Appeal Outcome Review Stage 2 Form**
Where a Stage 1 Formal Appeal is rejected, you may request a review of the decision via the Appeal Outcome Review Stage 2 Form.

4. **Prescribed form**
Your appeal must be submitted on the prescribed form.

5. **Timescale for submission**
Your Appeal Outcome Review Stage 2 Form must be submitted not later than 14 calendar days after you have been informed of the conclusion of the Stage 1 Formal Appeal process. Please see GEAR section H for further details.

Note that you cannot submit your Appeal Outcome Review Stage 2 Form until you have been notified of the outcome of the Stage 1 Formal Appeal.

6. **Methods of submission**
Your appeal should be submitted from your university email account to academicappeals@brighton.ac.uk. If you choose to submit from a different account then a scanned copy of the signed form must be included.