Stage 2 Appeal Outcome Review - notes on completing form

1. Guidance Notes
Before completing a Stage 2 Appeal Outcome Review form, please read GEAR Section H: Academic Appeals: [https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx](https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx) and refer to the Appeals process flowchart. Further information is available at [https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx](https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx)

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

3. Completion of Stage 2 Appeal Outcome Review form
Where a Stage 1 Formal Academic Appeal is rejected, or you wish the outcome to be reviewed, you may request a review of the decision via the Stage 2 Appeal Outcome Review form.

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

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

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

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