

Stage 2 Academic Appeal Outcome Review - notes on completing form

1. Guidance

A Stage 2 Academic Appeal Outcome Review form may be completed to request a review of your Stage 1 Academic Appeal outcome. Before completing a Stage 2 Academic Appeal Outcome Review form, please read the information on our website here: <https://www.brighton.ac.uk/brighton-students/your-learning/problems-with-your-course/index.aspx#appeals>. The University's regulations on Academic Appeals can be found in GEAR Section H: Academic Appeals: <https://www.brighton.ac.uk/brighton-students/your-learning/student-policies-and-regulations/index.aspx>

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

2. Advice

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](#), or emailing bsusupport@brighton.ac.uk

3. Completion of Stage 2 Academic Appeal Outcome Review form

Where a Stage 1 Formal Academic Appeal is not upheld, or you wish the outcome to be reviewed, you may request a review of the decision via the Stage 2 Academic Appeal Outcome Review form.

4. 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 Academic Appeal Outcome Review form until you have been notified of the outcome of the Stage 1 Formal Academic Appeal.

5. 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.