**Academic Appeal Process – Stage Two**

The Completion of Procedures letter marks the end of UWE's appeal process. The letter will advise the student on the next course of action should they disagree with the Appeal Panel's decision.

Once the Panel has reached a decision, the Complaints and Appeals Team will produce a Completion of Procedures letter detailing the outcome. The letter will be sent to the address specified on the Stage Two form. It is anticipated that the letter will be sent within six weeks of the Stage Two submission.

If the Panel feels that more information is required, the decision will be placed on hold whilst the Complaints and Appeals Team contact University staff and/or the student for further details/documentation.

The Stage Two appeal will be considered by a University Appeal Panel, the Panel is Chaired by an Assistant Vice-Chancellor and membership includes one senior representative from each Faculty, the associate Faculty and Student Partnership Services.

Whilst awaiting the outcome of the appeal, the student is expected to prepare for and to undertake any resit assessments for modules in which they have been referred.

The team will prepare all relevant paperwork for consideration by the University Appeal Panel. The team may need to request further information from the University or from the student prior to the Panel meeting. Therefore, the student should regularly check their email during this time.

The Complaints and Appeals Team will email the student to acknowledge receipt of the Stage Two appeal; the email acknowledgement should be received by the student within three working days. If it is not, please call: 0117 3283371.

The student should complete a copy of the [Stage Two form](https://public.uwe.ac.uk/services/Marketing/about-us/cas/Request-for-Ac-Appl-Stage-2-Review.docx), clearly explaining why they remain dissatisfied. The form (and any additional [supporting evidence](http://www1.uwe.ac.uk/students/academicadvice/academicappeals/casestudiesandevidence.aspx) that had not been submitted at Stage One) should be submitted within ten working days of the Stage One outcome to: [academicappeals@uwe.ac.uk](mailto:academicappeals@uwe.ac.uk).

If, upon receipt of the Stage One outcome email, a student feels that there has been an error or irregularity with the consideration of their case, they may decide to escalate it to Stage Two of the appeal process.