

## Appeal Stage 2

This document talks you through the appeal stage 2 form, how to fill it in fully and what to expect after your submission.

It is advised if you are pursuing an appeal stage 2 that you follow the links provided and familiarise yourself with regulation A3 – 1 Academic Appeals

Links: [Academic Regulations | Academic Governance | RGU](#)

[Student and Applicant Forms | Academic Governance | RGU](#)

Important: When you are appealing, you can't change the ground you are appealing on, you only have 5 working days after you receive the outcome of your appeal stage 1, and a stage 2 appeal can only include information and/or evidence you didn't include in your stage 1 appeal and why.

### **Form**

- You will need to put in your contact details and the date of the decision you are appealing
- Statement – this is where you will give your additional information and/or evidence on your case that wasn't included in your stage 1 appeal and why that was. You will also need to include any documentary evidence to support your argument which will be attached alongside your appeal form.
- The final part of the form is to make sure to date it in the final box

### **Submission**

- You will submit your form using the same method as appeal stage 1 and your appeal will be sent to academic quality assurance. They will review whether there is a prima facie case and your appeal can be sent to the assessment board. If it is decided your appeal doesn't meet prima facie, your appeal will be dismissed and you will receive an email regarding this usually within 10 working days. If your appeal does meet prima facie, it will be forwarded onto the assessment board and you can expect an outcome usually within 20 working days but this can vary.
- If your appeal is dismissed, you have no further appeal opportunities within the university and you will need to contact the Scottish Ombudsman