

# A simple guide to using the Review Stage Academic Appeal Form

## The Basics

### Navigation

Navigate through the form using the 'Previous' and 'Next' buttons at the foot of each page.

### Saving your data

*The form will not save your data automatically.* If you close your window or your phone/PC crashes before you press 'Submit' the form will be lost.

It is a good idea to draft detailed answers elsewhere, and only copy and paste them into the form when you are ready to submit.

### Save and Resume Later

There is a 'Save and Resume Later' button at the bottom of the form. When you select 'Save and Resume' you will be asked to enter a password; your form will then be encrypted and you will be provided with a link.

*Do not lose your password or link.* If you cannot remember your password, your form will remain encrypted and irretrievable.

*Any evidence you have uploaded will be lost* if you 'Save and Resume'. Only upload evidence when you are sure you are ready to submit the form.

### Compulsory fields

Compulsory fields in the form are marked with an \* . The form will not let you submit if these remain blank.

## Completing the Form

This form is for submitting an appeal to the Review Stage of the appeal process. You are only able to do this if you have been issued with either:

- a) A Formal Stage appeal outcome letter or
- b) A Review Stage appeal outcome letter, where your appeal is upheld and you have been told you have the right to appeal against the remedy.

The Form will therefore first ask whether you have a Formal Stage appeal outcome letter. If you have, you then need to enter the date at the top of that letter - this is to check whether your appeal is being submitted on time (within 10 days of the date of

the letter). If your appeal is being submitted more than 10 days after the date of the letter, you should explain in the box provided why your appeal is late.

The rest of the Form is in five parts.

1. Your Details

Fill in your personal details.

2. I am appealing against .....

Tell us what you are appealing against. Select the option(s) from the tick list that apply to you.

3. I am appealing on the basis that .....

Select the option(s) that describe the basis for your appeal:

1. My Formal Stage decision was not considered in accordance with the Appeals procedures (*Select this option if you think there were procedural errors in the way your appeal was handled, and that those errors could have changed the outcome*)
2. I have new supporting evidence AND good reason for not submitting this evidence at the Formal Stage
3. The decision was unreasonable in all the circumstances

For each option you select, a new section will open for you to set out the full details of your appeal and upload your evidence.

4. Appeal Summary (and any other issues)

Summarise your appeal, and tell us about anything else you think is important that you could not include earlier in the form.

5. YUSU/GSA permissions and Form Submission

Confirm that you are happy for YUSU or the GSA to have access to your appeal. You won't be able to submit your form until you have filled in all the compulsory fields. Once you have submitted your form, you won't be able to edit it, so make sure you are happy with it before you press 'Submit'.

## Help with filling in the form

Guidance

There is detailed guidance for completing every stage of the form. Click on the guidance link at the top of each section to access the guidance document for that section.

#### YUSU/GSA

You are strongly encouraged to ask for advice and support from the University of York Students' Union (YUSU) ([asc@yusu.org](mailto:asc@yusu.org)) or Graduate Students Association (GSA) ([advice@yorkgsa.org](mailto:advice@yorkgsa.org)). They can provide free, confidential and independent advice, help provide guidance on completing the form and support you through the Appeal process.