

**GROUP ACADEMIC APPEAL REVIEW APPLICATION FORM**

**(Effective from 22 September 2025)**

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| **Please complete this form if, after being notified of the decision of the University’s Nominee or Academic Appeal Committee, the group wishes to request reconsideration of their Academic Appeal Application.** Before completing this Review Form, it is strongly encouraged to read the following documents:* **Academic Appeal Regulations**
* **Academic Appeal Regulations ‘Guide for Students - Your Questions Answered’**

The form should be submitted to the Student Casework Office via email. Please remember to attach any documentary evidence.  Please note that any documents supplied as part of your Appeal will not be returned. You should complete all relevant sections as any omissions may result in a delay with your Appeal being processed.     |

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| **1.     PERSONAL DETAILS** |
| **Name of group spokesperson and correspondent:***Please provide the full name of the individual of the group who will be acting as the spokesperson and correspondent on behalf of the group.* |       |
| **Address of group spokesperson and correspondent:** |       |
| **Telephone number(s) of group spokesperson and correspondent:** |       |
| **Email address of group spokesperson and correspondent:***This is the address that the Student Casework Office will use to communicate with regarding the case.* |  |
| **Disability or Learning Difficulty***Should any member of the group have any specific requirements relating to a disability or specific learning difficulty please indicate any adjustments they feel they need to access this process.* |       |

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| **2. COURSE INFORMATION** |
| **Course:***For example, BSc (Hons) Psychology* |       |
| **Studying on a Professional Apprenticeship:** | [ ]  Yes [ ]  No |
| **School:***(Please select as appropriate)* | [ ]  School of Health & Life Sciences[ ]  Teesside University International Business School[ ]  School of Computing, Engineering & Digital  Technologies[ ]  School of Social Sciences, Humanities & Law[ ]  School of Art and Creative Industries[ ]  Teesside University London[ ]  TU Prague City[ ]  Other *Please state:*       |
| **Level of Study:** | [ ]  4 [ ]  5 [ ]  6 [ ]  7 [ ]  Other |

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| **3. ACADEMIC APPEAL INFORMATION** |
| The group wishes to request a review of the decision of the University’s Nominee |
| [ ]  Yes [ ]  No |
| The group wishes to request a review of the decision of the Academic Appeal Committee |
| [ ]  Yes [ ]  No |

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| **4. THE INVOLVEMENT OF AN ADVISER** |
| If the group have sought advice from the Students’ Union, please state the name of the person who provided the advice. |
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| Do the group gives permission for the University to discuss their case, provide documentation and copies of correspondence to them with the above person? Please indicate below. |
| [ ]  Yes [ ]  No The Student Casework Office is not able to communicate with the Students’ Union regarding the case without consent. |

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| **5.     GROUNDS FOR REVIEW** |
| Please indicate which of the ground(s) the group consider relevant by ticking the appropriate box(es):  It is important that as much information as possible is provided.  This information can be submitted in typed format on a separate sheet, but please ensure that each question is answered. |
| **5.1** **[ ]  The group wish to request a review on the ground that the decision of the University’s Nominee or Academic Appeal Committee was inconsistent and unsupported by evidence.** |
| **Why was the decision inconsistent and unsupported by evidence:** |
| **5.2** **[ ]  The group wish to request a review on the ground that there was a material procedural irregularity by the University’s Nominee or Academic Appeal Committee, which has prejudiced the case.** |
| **What is the material procedural irregularity:** |
| **5.3** **[ ]  The group wish to request a review on the ground that additional evidence has come to light since the decision of the University’s Nominee or Academic Appeal Committee, which could not reasonably have been expected to have been produced at the time of the consideration of the Academic Appeal Application.** |
| **What is the additional evidence:****Why could the additional evidence not have been submitted at the time of consideration of your application:** |

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| **6. PRIVACY NOTICE AND DECLARATION**  |
| The Student Casework Office (SCO) will process personal data to facilitate and investigate your case and determine an outcome. This will include personal data provided by you in your application, and any correspondence between you and the SCO about your case. We may also access personal data from University systems, such as email correspondence and/or academic, attendance or health information. Personal data will be handled in confidence, and the SCO will only process personal data to the extent necessary to enable the proper administration of your case. However, where there are concerns regarding the welfare or safety of an individual, it may be necessary to share information with internal or external services to ensure the protection of those individuals. Our processing fulfils the core functions of the University as a public authority and is conducted in the public interest. As such we rely upon the public task lawful basis Article 6(1)(e) to conduct this processing, and where special category personal data is processed, (Article 9(2)(g) ‘substantial public interest’.**Who we share data with:**We will share the information you provide with any individuals with other relevant staff required to process your application. This may include sharing your evidence to supplement additional investigation outside of the process, to ensure all appropriate follow-up actions are completed. We may also be required to share some information with potential witnesses in order to record their accounts and any additional evidence.Our insurance brokers and insurers may need to be notified where there is a possibility of a claim being raised against the University. We may need to share full details about your case which may include your application, and additional information about all involved parties.In addition, if you refer a case to the [Office of the Independent Adjudicator](http://www.oiahe.org.uk/), there may be a need to share personal data with them in order to respond accordingly. Further information regarding how the University will process your personal data can be found in the University’s [Student Privacy Notice](https://www.tees.ac.uk/sections/about/information_governance/privacy.cfm). I declare that:* the information provided on this Application form and any accompanying documentation is true to the best of my knowledge;
* I have read and understood how my personal data will be processed;
* where I have submitted personal data about a third party I have obtained written consent from that individual to share their personal data and have provided this with my Application or I have anonymised the Personal Data.
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| **Signatures, printed names of group appellants and their student number:***If there are more than 8 group appellants, please provide signatures, full names and student number of all appellants on a clearly labelled separate sheet.* |  | **Full Name** | **Student Number** | **Signature***(not necessary if submitted electronically)* |
| 1. |       |       |  |
| 2. |       |       |  |
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| 8. |       |       |  |
| **Dated:** |       |

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| **CHECKLIST** Before returning this form we advise that you have checked the following:  * The group has read and understood the Academic Appeal Regulations.
* The group have completed all relevant fields on this Application Form;
* The group have fully and clearly stated what would be a satisfactory outcome;
* The group have identified whether you have any specific requirements relating to a disability or specific learning difficulty (should you wish to discuss your requirements please contact the Student Casework Office);
* The group have clearly labelled any accompanying sheets;
* The group have included all relevant documentary evidence to support your Complaint;

where the group have submitted personal data regarding a third party you have obtained written consent from that individual to share their personal data and have provided this with your Application, or have anonymised the personal data; |

**TO SUBMIT THE REVIEW**

**Email:** sco@tees.ac.uk