**TAUGHT DEGREE PROGRAMMES**

**Request for Internal Review**

**For appealing the decisions of Boards of Examiners for all Taught Programmes**

Requests for internal review will only be accepted if the Appeals Officer decides that there are not sufficient *prima facie* grounds for putting the case to the Board of Examiners. An internal review of an appeal may be requested **within twenty working days** of the date of the letter to you containing the outcome of the Appeals Officer’s decision.

**Once completed, please submit this form by email to** [**appeals@essex.ac.uk**](mailto:appeals@essex.ac.uk) **or by hand at the Student Services Hub, for the attention of the Student Progress Team.**

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| Further guidance, and the full Appeals Procedure for Taught Programmes of Study can be read online:  [www.essex.ac.uk/see/appeals](http://www.essex.ac.uk/see/appeals) | You are strongly encouraged to seek support from SU Advice before submitting your complaint:  [www.essexstudent.com/advice](http://www.essexstudent.com/advice) |

# Section 1: Your Details

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| --- | --- | --- | --- | --- | --- | --- |
| **Registration Number** |  | | | **PRID** |  | |
| **First Name** |  | | | **Title** |  | |
| **Surname** |  | | | | | |
| **Correspondence Address & Postcode** |  | | | | | |
| **Telephone Contact** |  | | | | | |
| **Email Contact**  (please use University email address if possible) |  | | | | | |
| **Department or School** |  | | | | | |
| **Course Title** |  | | | | | |
| **Year of Study** |  | | | | | |
| **Tier 4 Visa Holder** | Yes |  | No | | |  |

# Section 2: Grounds for Requesting an Internal Review

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| **A request for an internal review may be made on limited grounds, listed below.**  **Please confirm the grounds upon which you are making your request by marking the relevant box:** | | | | | |
| Procedural irregularity in the appeals process |  | Consideration of whether the outcome was reasonable given all the circumstances |  | That new material evidence is now available which the student was unable, for valid reasons, to provide earlier in the process. |  |

| **Please explain your grounds for appeal:** |
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| Depending on the grounds stated above, please explain:   * The procedural irregularity that you think has occurred; * The reasons that you have for believing the previous outcome to be unreasonable; * The new evidence that is now available and the reasons why these were not previously submitted. |
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| **Please state the outcome you are seeking:** |
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**Declaration**

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| I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary. |  |

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| **Signature:** |  |
| **Date:** |  |

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box*