

**Appeals Procedure**

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| **Stage 1** | Student to email the MSc Coordinator with full details of the appeal. |
| **Stage 2** | Perpetuity Training to send an acknowledgment in writing, i.e. email (preferred), to the student. |
| **Stage 3** | MSc Coordinator will investigate the appeal and discuss with the student and any other relevant parties. |
| **Stage 4** | MSc Coordinator will discuss the appeal on the student's behalf with UWL and engage with the UWL appeals procedure.  We will keep the student informed during the process and contact the student if additional information is required. |
| **Stage 5** | The student will be contacted in writing by email once the outcome of the Appeal has been agreed. |