

# Quality Review Visit Appeal Submission Form

This form is for the submission of appeals against judgements reached under the **Quality Review Visit (QRV)** method only. Judgements reached further to reviews conducted under other methods, including Higher Education Review and Higher Education Review (Alternative Providers), must be appealed under QAA's [Consolidated Appeal Procedure](http://www.qaa.ac.uk/en/AboutUs/Documents/Consolidated-Appeals-Procedure-Aug-15.pdf) (PDF, 99KB).

## Appellant provider details

|  |  |
| --- | --- |
| **Name of appellant provider** |  |
| **Address of appellant provider** |  |

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| --- | --- | --- |
| **Judgement(s) appealed**  **(see note (i) below)** | **Tick if appealing on grounds of 'Procedural Irregularity'**  **(see note (ii) below)** | **Tick if appealing on grounds of  'New Material'**  **(see note (iii) below)** |
| *Insert unsatisfactory judgement here* |  |  |
| *Insert unsatisfactory judgement here* |  |  |

**Note (i)** Only unsatisfactory overall judgements can be appealed, and one or two grounds in support of the appeal must be indicated (see notes (ii) and (iii) below)

**Note (ii)** 'Procedural Irregularity' refers to an irregularity in the conduct of the review such that the legitimacy of the decision(s) reached is/are called into question.

**Note (iii)** 'New Material' refers to material that was in existence at the time the review team made its decision, which, had it been made available before the review had been completed, would have influenced the judgements of the team, and in relation to which you must provide a good reason for it not having been provided to the review team

## Grounds for Appeal

Complete the relevant section A or B with details explaining and substantiating the reason for appeal. Where multiple judgements are appealed, or where single judgements are appealed on multiple grounds, complete the relevant section A or B for each ground.

## Section A: Appeals on the ground of Procedural Irregularity

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| **Judgement:** |  |
| 1. **Explain the circumstances of the alleged Procedural Irregularity, making reference to any evidence that substantiates the appeal on this ground** | |
| *[750-word limit]*  *Evidence must be referenced and appended to the submission form. Evidence must be relevant and pertinent to the case for appeal. It is not acceptable to include unreferenced evidence, nor to submit multiple documents that have already been considered in the course of review.* | |
| 1. **Explain how the alleged Procedural Irregularity calls the legitimacy of the judgement into question, making reference to any evidence that substantiates the appeal on this ground** | |
| *[750-word limit]*  *Evidence must be referenced and appended to the submission form. Evidence must be relevant and pertinent to the case for appeal. It is not acceptable to include unreferenced evidence, nor to submit multiple documents that have already been considered in the course of review.* | |

## Section B: Appeals on the ground of New Material

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| **Judgement:** |  | |
| **New Material must be appended to this submission form**  In addition, appellant providers should note that all three of the criteria (1) - (3) listed below must be satisfied in order that an appeal on the ground of New Material can be upheld. | | |
| 1. **Was the New Material in existence at the time the review team made its judgement?** | | Y/N |
| Is evidence that the New Material was in existence at the time the review team made its judgement attached? | | Y/N |
| 1. **Explain how the New Material would have influenced the judgement of  the review team if it had been made available before the review had been completed, making reference to any evidence that substantiates the appeal on this ground.** | | |
| *[750-word limit]*  *Evidence must be referenced and appended to the submission form. Evidence must be relevant and pertinent to the case for appeal. It is not acceptable to include unreferenced evidence, nor to submit multiple documents that have already been considered in the course of review.* | | |
| 1. **Explain the reason that the New Material was not provided to the review  team, making reference to any evidence that substantiates the appeal on  this ground** | | |
| *[750-word limit]*  *Evidence must be referenced and appended to the submission form. Evidence must be relevant and pertinent to the case for appeal. It is not acceptable to include unreferenced evidence, nor to submit multiple documents that have already been considered in the course of review.*  *The 'good reason' for non-provision requirement under the ground of New Material will not be considered satisfied in cases that allege solely that the review team did not specifically ask to see the New Material, or that the limitation on upload of documents restricted the provider's ability to present the New Material.* | | |

## Provider objections to Appeal Reviewers

Appellant providers may object to the consideration of their appeal by any individual appeal reviewer on the grounds that their involvement would give rise to an actual or perceived conflict of interest.

Objections must be reasonable, and fully explained. No reviewer with previous involvement in the review under appeal will be appointed to consider the appeal submission.

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| **Reviewer name** | **Employing organisation** | **Objection** |
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## Appellant provider's nominated contact person

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| **Name** |  |
| **Title** |  |
| **Contact number** |  |
| **Email address** |  |

On behalf of the provider named on page 1 of this form, I confirm that this submission constitutes the entirety of the appeal, and that the information contained herein is accurate and complete.

## Appellant provider's authorised signatory

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |

This form, duly completed, any supporting documentation and all subsequent correspondence relating to the appeal should be sent directly to QAA's Head of Governance by one of the following means.

**Email** [governance@qaa.ac.uk](mailto:governance@qaa.ac.uk) (marked as confidential correspondence)

**Post** Head of Governance  
The Quality Assurance Agency for Higher Education  
Southgate House  
Southgate Street  
Gloucester  
GL1 1UB

**Note: Please do not send appeal correspondence to any member of your QAA review team.**

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