

# QAA NMC observations that constitute an appeal against the QAA report form

When a final report is sent to the NMC, you have the opportunity to make observations regarding the contents of that report. In the event that the report contains a negative outcome, and the observation relates to your view that:

* there was a procedural irregularity in the conduct of the review, such that the legitimacy of the decision or decisions reached is called into question, and/or
* there is material that was in existence at the time the visitor team made its decision which, had it been made available before the review had been completed, would have influenced the judgement(s) of the team, and in relation to which there is a good reason for it not having been provided to the review team,

then the NMC will ask QAA to consider these observations under this process. Where you make additional observations not related to these points, these will be considered by the NMC.

This document is also available in Welsh on the [QAA website](https://www.qaa.ac.uk/docs/qaa/about-us/sylwadau%27r-cnb-sy%27n-gyfystyr-ag-ap%C3%AAl-yn-erbyn-ffurflen-adroddiad-qaa.docx).

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| **Name of organisation submitting appeal** |  |
| **Address of organisation submitting appeal** |  |

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| **Judgement(s) being appealed****(see note (i) below)** | **Tick if appealing on grounds of 'Procedure'****(see note (ii) below)** | **Tick if appealing on grounds of 'Material'****(see note (iii) below)** |
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Note (i) Only negative judgements can be appealed, individual expectations that make up a judgement are not appealable, only the overall judgement, and one or two grounds in support of the appeal must be indicated (see notes (ii) and (iii) below).

Note (ii) There was a procedural irregularity in the conduct of the review, such that the legitimacy of the decision or decisions reached is called into question.

Note (iii) There is material that was in existence at the time the visitor team made its decision which, had it been made available before the review had been completed, would have influenced the judgement(s) of the team, and in relation to which there is a good reason for it not having been provided to the review team.

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| Please detail below (or on a separate sheet) the way in which you consider the review to be flawed, based on the grounds of appeal you have selected on the previous page, making sure to explicitly identify the alleged deficiencies that led to each of the appealed judgements (please number your submission accordingly). |
| **Appeal explanation** | **Reference number of supporting document** |
| **Appealing organisation's nominated contact person (unless otherwise specified this will be the Principal Event Lead)**  |
| **Name** |  |
| **Title** |  |
| **Contact number** |  |
| **Email address** |  |

On behalf of the organisation 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.

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| **Appealing organisation'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 the following address:

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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