The completion and submission of this form indicates that you are submitting a Stage 1 appeal against the decision to terminate your studies under the University’s *Policy on Student Academic Appeals*. Impartial and independent advice on formulating a submission can be obtained from the [Student Advocacy Coordinator at the Students’ Association](https://www.yourunion.net/support/student-advocacy-and-advice/). You can contact the Student Advocacy Coordinator at [UnionAdvocacy@st-andrews.ac.uk](mailto:UnionAdvocacy@st-andrews.ac.uk). You may also request guidance and support from [Student Services](http://www.st-andrews.ac.uk/student-services/).

Before completing this form you must consult the University's [Policy on Student Academic Appeals](http://www.st-andrews.ac.uk/students/rules/appeals/policy/), which fully explains the procedures and deadlines that will be applied in the consideration of your appeal. Please note that complaints fall outwith the scope of the Academic Appeals Policy and are dealt with under [separate University procedures.](https://www.st-andrews.ac.uk/terms/complaints/)

Once fully complete, you must submit this form to Registry (for contact details, see Section 3) by the deadline indicated on the letter notifying you of the termination of your studies.

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1 - Your personal details** | | | |
|  | | | |
| **Full name** |  | **Student ID** |  |
|  | | | |
| **Programme** |  | | |
|  | | | |
| **Faculty** |  | **Year of Study** |  |
|  | | | |
| **Contact address**  **(provide an address where your review outcome letter should be sent)** |  | | |
|  | | | |
| **Email address** |  | | |
|  | | | |
| **Telephone No.** |  | | |
|  | | | |
| **Section 2 - Details of your submission** | | | |
|  | | | |
| **Indicate below the grounds under which you are submitting an appeal (cross all the boxes that may apply). *Please note that you are not permitted to make a submission under any other grounds* *than those below.*** | | | |
|  | | | |

|  |  |
| --- | --- |
| Extenuating personal circumstances materially affecting academic performance of which the University was not aware when the termination decision was taken and which could not reasonably have been disclosed by the student (an explanation for earlier non-disclosure is **always** required)[[1]](#footnote-1). |  |
|
| Improper conduct of an assessment or examination, or irregular application of academic regulations, the result of which has materially impacted on the termination decision. |  |
|  | |

**Please give a concise summary of your appeal below, referring directly to the grounds on which it is based as given on p.1 above. *Be specific about the modules or assessments affected and the precise dates of any circumstances to which you refer.***

**Please describe what action you have taken to date to address your academic progression difficulties, providing (if applicable) an explanation for why you have failed to meet your probation conditions.**

**Please detail below your reasons for thinking that if you were permitted to return to the University you could successfully complete your academic studies.**

**List below any documents that you are attaching in support of your submission and explain their significance.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **If you have no supporting documentation to provide and wish that your appeal be reviewed solely on the information contained in this form, please cross the following box.** *Note, unsubstantiated claims may be judged weaker than those supported by evidence.* | | | | | |  |  |  |
|  |  |  |
|  |  |  |
|  | | | | | | | | |
| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  |  | | | | |
|  |  |  | **Date of form submission** |  | | | |
|  |  |  |  | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **Section 3 - Where to send this form** | | | | | | | | |
| Once fully complete please send this form, with any relevant documents you wish considered, to the email address below. The form should be submitted within 5 working days of the date of the written notification that your studies have been terminated.  Please send this form (with all relevant attachments) to [registry-ug@st-andrews.ac.uk](mailto:registry-ug@st-andrews.ac.uk). | | | | | | | | |

1. Students are instructed to bring evidence of extenuating circumstances to the attention of the examiners or other relevant person prior to the assessment of their overall performance in relation to the relevant module or programme. Thus in order to establish this ground for appeal, a student must be able to show valid reasons for non-compliance with this instruction and specifically explain why the extenuating personal circumstances now relied upon to support an appeal were not previously disclosed. Students must also provide full details (plus documentation where possible) of the extenuating personal circumstances when first submitting their appeal. [↑](#footnote-ref-1)