

UNIVERSITY OF STRATHCLYDE

APPEAL TO THE SENATE

Please read the Student Appeals Procedure before completing this form. You are also strongly advised to consult your Academic Counsellor and/or the University of Strathclyde Students' Union Advice Hub at <https://www.strathunion.com/advice/>

This form **must** be used to submit an appeal to Senate and should only be used by students who have previously appealed to the Faculty and who have had their appeal rejected wholly or in part. **If you have not submitted a Faculty Appeal you must do so before appealing to Senate.** The form is available online at <http://www.strath.ac.uk/staff/policies/academic/> and can be completed online. Should you wish to complete the form by hand, it must be written legibly in dark ink on white paper.

Completed forms together with all supporting evidence should be returned to Senate Appeals, Education Enhancement, University of Strathclyde, 16 Richmond Street, Glasgow, G1 1XQ not later than **three weeks** from the date of notification of the outcome of your appeal to the Faculty. Forms completed electronically, or scanned copies, may be submitted by email to:

senate-appeals@strath.ac.uk

- **Failure to submit your appeal by the deadline may result in your appeal being dismissed unless there are compelling reasons why it could not be submitted within the timescale and you explain these in full at the time of submission.**
- **Appeals received twelve months or more from the date of the relevant Examination Board will not be considered.**
- **An appeals committee will not re-mark work, change any mark awarded or pass comment on the marks given.**

Name:	
Correspondence Address:*	
Email:*	Phone:*
Registration Number:	Year of Study:
Degree Programme:	
Progress decision or award (that you wish to appeal against):	

<i>Description</i>	<i>Updated</i>
Academic Appeal to the Senate Form	01August 2018

***You need only provide contact details above where these differ from your Pegasus record.**

Grounds for Appeal to the Senate (please tick as appropriate and then complete the corresponding section(s) below)

- substantial new information which was not available, for good reason, at the Faculty Appeal stage; (complete Section 1)
- bias or prejudice on the part of those who dealt with the appeal at the Faculty Appeal stage; (complete Section 2)
- breach of the Student Appeals procedure; (complete Section 3)

Please note that ALL appellants must complete Section 4 and sign and date the form. Failure to do so may cause consideration of your appeal to be delayed.

Section 1

If you are appealing on the grounds of substantial new information please give details. **NB.** If you are appealing on these grounds and do not complete parts a, b and c your appeal will not be considered.

Please note the following:

- Please summarise your reason(s) for appealing.
- Do not exceed **1200** words and limit your submission to the facts of the case.
- If your submission is unclear you will be asked to resubmit the form in order to facilitate proper consideration of the appeal.
- The information you provide in this section will be used in initial consideration of your appeal.

Part a		
At the time of your Faculty Appeal did you mention any of the issues related to the new information?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Part b		
Please give details of the substantial new information you wish to be considered and attach supporting evidence.		

Description	Updated
Academic Appeal to the Senate Form	21/09/2018

Part c
If you did not mention these issue(s) at your Faculty Appeal please state why you were unable to do this and attach supporting evidence.
If you did mention the issue(s) to the Faculty please give details of what makes the information now being submitted new and substantial: NB: Information must be substantial, not just additional. Additional documentary evidence of an event for which evidence has already been provided, letters of support from friends/family or character references will not be considered substantial new information.

Section 2

If you are appealing on the grounds of bias or prejudice on the part of those who dealt with the appeal at the Faculty Appeal stage please give details.

Part a
Please explain why you believe those who dealt with your Faculty Appeal were biased or prejudiced. Please give clear reasons for why their actions could be considered to be biased or prejudiced. NB The Faculty rejecting or not Hearing your appeal is not, in itself, an indication of bias or prejudice.

Description	Updated
Academic Appeal to the Senate Form	21/09/2018

Section 3

If you are appealing on the grounds of breach of the Student Appeals procedure please give details. **NB** Administrative errors are excepted. The breach should be shown to have adversely affected the decision made regarding your appeal.

Part a

Please give details of the alleged procedural breach and which part of the procedure you believe has been breached.

Part b

Please explain how this affected your performance in the assessment concerned.

Section 4

ALL appellants must complete this section:

Please list the evidence being submitted to support your appeal (medical certificate, or other corroboration from an independent person who knew of your difficulties, preferably at the time the difficulties arose): **NB** Evidence should be impartial. Character references will not be considered as

Description	Updated
Academic Appeal to the Senate Form	21/09/2018

evidence. Lack of sound, impartial evidence will weaken your appeal.

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Please provide any other information relevant to your appeal.

NB If you have not met the deadline in your Faculty Appeal letter please explain here what prevented you from doing so and attach supporting evidence. (An appeal submitted after the deadline will not be heard unless there are **compelling** reasons why it could not be submitted by the deadline and you explain these in full here.)

Please indicate the outcome you are seeking:

PLEASE SIGN AND DATE THIS FORM AND COMPLETE SECTION 5

I confirm that the information provided above is true to the best of my knowledge

Signed: _____ Date: _____

Section 5

Verifying Evidence

Please Note: this section must be signed at either A) or B) and returned with your Appeal or, if the signature cannot be scanned and the Appeal form is submitted electronically, separately in hard copy.

Description	Updated
Academic Appeal to the Senate Form	21/09/2018

Data Protection

Personal data collected on this form will only be used for the purpose of student administration as required by the University and will be retained on your file. By signing this form you will be giving the University permission to collect, hold and process additional personal data relating to you for evaluation of your appeal.

Signed.....

Date.....

In some circumstances, the University may require to contact relevant third parties in order to confirm the authenticity of evidence (including evidence related to mental/physical health issues) i.e. GPs/counsellors quoted as having provided the evidence etc. The University will **not** request further details from these third parties only that they confirm the evidence was provided by them.

If you have supplied supporting evidence please read the following statement carefully and sign below:

A) YES

I hereby give my permission for the University of Strathclyde to verify any evidence (including mental/physical health reports/certificates etc) that I have supplied in relation to this appeal.

I understand that verifying evidence may involve the University contacting third party individuals/organisations cited as the source of the evidence. This may include health professionals and/or counsellors regarding physical or mental health issues where such evidence has been submitted.

Name: _____ **Registration No:** _____

Signature: _____

B) NO.

I do not consent to the University verifying evidence I have provided

Name: _____ **Registration No:** _____

Signature: _____

NB - the University will not attempt to verify evidence if you do not provide consent. However, please be advised that this may result in any such evidence not being taken into account as part of your appeal.

Knowingly providing false information or falsifying evidence will be considered fraudulent and the University may take legal or disciplinary action.

Description	Updated
Academic Appeal to the Senate Form	21/09/2018