



## STUDENT APPEAL FORM

**A student can appeal a UWS School decision to remove them from a module or programme for non-engagement on the following grounds:**

Grounds for an appeal	Details
<b>New evidence</b>	<ul style="list-style-type: none"><li>• They can provide additional extenuating circumstance information which was not originally available to the School.</li></ul> <p>Where a student could have reported this additional information to the School prior to its meeting, the extenuating circumstances cannot then be cited as grounds for appeal unless there is a compelling reason why these were not disclosed in the first instance.</p>
<b>Defect in procedures</b>	<ul style="list-style-type: none"><li>• There is evidence of a procedural irregularity in relation to the implementation of the University's Academic Engagement &amp; Attendance Policy.</li></ul>

**You must be clear with the grounds you are citing as an appeal form submitted with grounds not listed above will not be passed to the Senate Appeal Committee for consideration.**

The following will NOT be considered grounds for appeal against a decision of a School Panel:

- A student has not achieved the minimum level of attendance and engagement set out in the University's Academic Engagement & Attendance Policy and the student cannot provide extenuating circumstances evidence.
- A student has not responded to any of the University's attempts to contact them regarding poor attendance.

**Please note that you must submit this form within 10 working days from the notification date which informed you of the decision against which you are appealing. Please refer to Student Appeals FAQs prior to completing the form – available via <https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>**

## STUDENT APPEAL FORM

### Appeal against a UWS School Decision (for non-engagement)

#### 1. Personal and Programme Details

Name	
Banner ID	
Contact Address	
Telephone number	
Email address	
Programme Title	
Year of Study	

#### 2. Details of Decision you wish to appeal:

Appeal against a decision and/or penalty from the UWS School Panel

<p>Have you been withdrawn from module(s) or programme? (If module(s), please state module(s) title and code)</p>	
<p>Date you were notified of the above decision: <b>Please provide a copy of the correspondence you received advising you of this decision.</b></p>	
<p>Grounds for appealing the above decision: (Please select grounds from page 1 of this form)</p>	

**(Withdrawal APPEAL FORM)**

**Reason for appealing the above decision:**

**Please note that UWS reserves the right to act on any information included in this form where it believes it is in the individual student's best interest.**

**Outcome sought from appeal:**

**Documents attached in support of your appeal:**

**Please note that UWS reserves the right to contact third parties to authenticate evidence as and when required.**

**Please confirm whether or not you plan to attend the Senate Appeal meeting and if so, provide the name and status of any representative, or witnesses who will also attend.**

**Submitting the Appeal Form**

Once completed, this form should be submitted electronically to [appeals@uws.ac.uk](mailto:appeals@uws.ac.uk) scanning any supporting documents or posted to UWS Appeals Team, Quality Enhancement and Standards Team (QuEST), University of the West of Scotland, Paisley Campus, Paisley PA1 2BE.