

STUDENT APPEALS AND COMPLAINTS FORM

PART C: Request for an Appeal Panel Hearing

To be completed by: Any student who considers that their appeal, case to a Disciplinary/Students' Progress or Fitness to Practise Committee has not been satisfactorily dealt with, and who wishes to take their concerns further.

SECTION 1: PERSONAL INFORMATION

Name(s): Student ID:

Programme of Study:

Contact Details including preferred email address for correspondence:

Address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

SECTION 2: YOUR APPEAL

Which of the following statements best describes your case? *(please select one statement only)*

- I consider that my appeal which was heard by a Head of School/Section was not dealt with satisfactorily
- I consider that my case was not dealt with satisfactorily by the Students' Progress Committee (SPC)
- I consider that my case was not dealt with satisfactorily under the Policy on Student Discipline (Academic) or (Non-Academic)
- I consider that my case was not dealt with satisfactorily under the Policy on Fitness to Practise

Please state the reasons why you are not content with the decision reached:

What action have you taken to try to resolve this matter already?

Have you consulted any of the following? *(Please select all that apply)*

- | | | | |
|-----------------------|--------------------------|----------------|--------------------------|
| Course Coordinator | <input type="checkbox"/> | Class Rep | <input type="checkbox"/> |
| Personal Tutor | <input type="checkbox"/> | Registry Staff | <input type="checkbox"/> |
| Students' Association | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please specify the name of the person you spoke to or give details of the reasons for not having made an approach at the frontline (i.e. to your course coordinator) regarding this issue:

Has a remedy been offered to you?

Yes No

If yes, please provide details of the remedy and why this isn't satisfactory:

What remedy (or outcome) are you seeking?

What evidence do you have to support your case?

Please list the documentation you hold below and attach copies to this form.

If you are appealing against a decision taken by the SPC, Fitness to Practise Committee or under the Code of Practice on Student Discipline (academic or non-academic), please attached all documentation related to your case. Failing to do so may result in a delay in the consideration of your case.

Is your submission 'in time'?

To allow for appropriate investigation, an appeals must be submitted five working days from being unable to resolve the matter at the frontline. Complaints must be submitted six months from first becoming aware of the issue. If you are submitting this form outside the permitted timescales please give details below to explain the reasons for this.

Please note that it cannot be guaranteed that your case will be progressed.

SECTION 3: DECLARATIONS AND SIGNATURE

Please read carefully and confirm, by selecting the tick box, the statement below.

I have read and understood (i) the University's Policy and Procedures on Student Appeals and/or (ii) the Complaint Handling Procedure and (ii) the University's Unacceptable Actions Policy.

Signed:

Please complete this form and return to either your **Case Officer** or academicservices@abdn.ac.uk