

Student Engagement Appeal Form

Before completing this form you must read:

- a) The 'Guidance Notes' at the end of this document
- b) The [Student Engagement Policy & Procedure](#)

Please tick here to confirm that you have completed a) and b) above

Deadlines for submitting your appeal:

- Your written appeal should be set out on the form below either using **black ink** or **word processed** and submitted within **14 calendar days** of the email notification of the withdrawal.
- Please ensure that you sign the declaration and date the form at the end.

1. GENERAL INFORMATION

First name(s)		Title	
Family name			
University ID number			
Programme of study			
Year/academic stage			
Faculty			
University email address			
Personal email address			
Daytime phone number			

2. GROUNDS FOR APPEAL

You have the right to appeal against a withdrawal by default on the following grounds:

That there are extenuating circumstances relating to ill health or personal difficulties which you were unable to raise prior to or during the escalation procedure; and/or

That the information held by the Faculty relating to your attendance and/or engagement is incomplete or inaccurate, and you were not in a position to correct this information at an earlier stage;

You must show a compelling reason why this information could not be made available before the decision to withdraw was reached and provide documentary evidence in support. Where you could have made the information available prior to the decision being made, such evidence cannot normally be accepted as grounds for appeal.

No appeal can be made where you have previously rejected an interruption of study that was granted during the Engagement Monitoring Escalation process that.

3. APPEAL CASE

Please give an explanation of your appeal case. You should note that this information and any supporting evidence that you submit will be made available to your Faculty as part of the initial consideration of your appeal. You may add extra pages where necessary.

4. OTHER INFORMATION

Please indicate with whom you have discussed your cause for concern - and when - after receiving the decision (for example Retention & Success Officer, Programme Leader, Students' Union representative, Personal Tutor). What advice did they give you?

5. DOCUMENTARY EVIDENCE

Please give details and attach to this form **original** documentary evidence in support of your appeal. All documentation will be retained unless you request its return.

a)
b)
c)
d)
e)

If you are unable to supply evidence with your appeal form, this must be submitted no later than 7 calendar days after submission of this appeal form.

Please note, your appeal cannot be considered until evidence is provided.

6. DECLARATION TO BE SIGNED BY STUDENT

I declare that the information given in this Academic Appeal Form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.

I also acknowledge that, in accordance with i) the University's Student Privacy Notice, ii) the GDPR and iii) the Data Protection Act 2018, this form will be held on file by the Director of Student & Academic Services.

Signed:

Dated:

7. SUBMITTING YOUR FORM

Once you have filled out all the relevant sections of the form, please **SAVE A COPY** using your family name and student ID number as the file name e.g. MOHAMMAD 000123456.

Email the saved copy of the form to academicappealoffice@gre.ac.uk.

WHO CAN SUBMIT A WITHDRAWAL APPEAL?

Any student from the list below may submit a withdrawal appeal, as long as the grounds for appeal are made in accordance with Section 7 of the [Student Engagement Policy & Procedure](#):

- Students registered on a taught programme or postgraduate research programme that is awarded and wholly delivered by the University of Greenwich
- Students registered on a Distance Learning programme delivered by the University of Greenwich
- Students registered on a taught dual degree programme that is awarded by the University of Greenwich while they are being taught at the University of Greenwich.

WHEN SHOULD I APPEAL?

Withdrawal appeal forms must be completed **in full** and submitted, **with evidence** in support of your appeal, within **14 calendar days** of the email notification of withdrawal.

WHAT DO I NEED TO SAY ON THE APPEAL FORM?

You must include in your appeal all the information that you wish to be considered as any information that is left out may not be able to be considered at a later stage. Whilst we need all the relevant information to consider your appeal, please do not assume that your case will be strengthened simply by the length of your submission or the quantity of evidence that you submit.

Original evidence must be provided in support of your appeal and listed on the appeal form, and must be in English or accompanied by a certified translation. There may be exceptional circumstances in which evidence cannot be provided at that time, in which case you should specify the date on which it can be provided and outline the evidence to be supplied; this should normally be no later than 7 calendar days after submission of the appeal form.

Your appeal cannot be considered until the listed evidence is provided. If you have previously been in contact with the University Counselling Services about any issues raised in your appeal or matters that may have a bearing upon it, it may be appropriate to consult them.

HOW DO I SUBMIT MY APPEAL?

Your appeal form and documentary evidence should be emailed to:
academicappealoffice@gre.ac.uk

Please ensure you keep a copy of the form for your records.

WHAT WILL HAPPEN NEXT?

You will receive an acknowledgement email informing you that the investigation into your appeal has begun.

Please note, your appeal may not be accepted if you have submitted your form outside of the stipulated deadline without good reason.

MY APPEAL HAS BEEN ACCEPTED, WHAT HAPPENS NOW?

If your appeal is accepted, your appeal will be forwarded to the Faculty to check that Faculty records are accurate. The Faculty will then have 21 calendar days to provide a response.

The Faculty may decide to either:

- a) Dismiss the appeal if they do not think that you have provided a good enough explanation or substantial evidence to support a change of decision. The appeal procedure within the University will be at an end, in which case you will be given the reasons for the decision in writing.
- b) Uphold the appeal and request Student & Academic Services to reinstate your registration with or without a recommendation that you be granted a retrospective period of authorised absence. You may be told that you need to meet certain conditions of reinstatement before you can return to your studies
- c) To rescind the withdrawal decision and offer a period of interruption in light of the issues which you raised in your appeal submission. If you reject this offer, the original withdrawal decision will stand.
- d) To refer your appeal to a meeting of the Academic Appeals Committee, in which case the procedure outlined in Sections 7 and 8 of the [Academic Appeals Procedure](#) will apply.

WHAT HAPPENS WHEN THE UNIVERSITY HAS COMPLETED ITS APPEAL PROCEDURES?

On completion of the appeal procedure, you will receive a *Completion of Procedures* statement, signifying that the University considers the appeal process to be complete.

If you feel that the outcome of your appeal is unreasonable in relation to the evidence submitted, you may request a review from the Office of the Independent Adjudicator for Higher Education (OIA), within twelve months of the issue of the *Completion of Procedures* statement. Information regarding this is on the OIA website: <http://www.oiahe.org.uk>

ADVICE AND SUPPORT

Free independent advice and advocacy is available from the Greenwich Students' Union:

Email: suadvice@gre.ac.uk

Web: www.greenwichsu.co.uk/advice

Online contact form: www.greenwichsu.co.uk/advice/triageform

For students at Medway, please visit: www.greenwichsu.co.uk/medway/advice