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| **ATTENDANCE PANEL APPEAL FORM** |

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| **SECTION 1: GENERAL INFORMATION** |

**Personal Details**

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| Family Name: |  |
| First Name: |  |
| Student ID Number: |  |

**Course Details**

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| --- | --- |
| Course: |  |
| Level of study: |  |
| Date of notification of University Panel Outcome: |  |

**Contact Details**

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| Email address: |  |
| Postal address including postcode: |  |
| Phone number: |  |

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| **SECTION 2: GROUNDS FOR APPEAL** |

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| **Please provide the grounds on which you are submitting you appeal. Tick all boxes that apply** | |
| 1. Procedural irregularities which have resulted in a disadvantage 2. Evidence available in relation to my attendance which has not been considered by the panel |  |

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| **Please provide further details for any non-attendance at timetabled sessions and any steps you have taken to resolve these issues** |
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| **If you have failed to attend any previous meetings with your Academic Advisor, please provide reasons why you were unable to attend** |
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| **SECTION 3: EVIDENCE** |

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| **Please list the details of any documentation or evidence provided in support of the claims made in this appeal (outlining which documents relate to which elements of the appeal as necessary)** |
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| **SECTION 4: DECLARATION** |

I confirm that all information given on this form and documentary evidence attached is a true statement of facts to the best of my knowledge and belief.

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**Signed: Date:**

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Failure to complete this form correctly and submit evidence promptly may delay the consideration of your appeal or may result in your appeal not being considered.

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| **LEEDS BECKETT UNIVERSITY STUDENTS’ UNION ADVICE SERVICE** |
| The Students’ Union Advice Service offers free, confidential and independent advice to all students at Leeds Beckett University. The team of advisors are all qualified and experienced in what they do and can offer advice on academic appeals and various other matters.  You may wish to consider contacting them for advice when preparing your appeal. Their details are:  **Email**: [suadvice@leedsbeckett.ac.uk](mailto:suadvice@leedsbeckett.ac.uk)  **Phone**: 0113 812 8400  **Web**: <https://www.leedsbeckettsu.co.uk/advice> |

# **Guidance for Students Appealing the Decision of the University Attendance Panel**

## Timescales

All appeals must be submitted within 10 working days of date of notification that your registration as a student has been terminated. Submissions received after this deadline will only be accepted at the discretion of the Secretary and Registrar and on the basis of exceptional circumstances. Students will be required to provide details of the reasons for their late submission, any exceptional circumstances and any supporting evidence at the point of submission.

On receipt of the appeal, the Secretary and Registrar will normally seek to consider the details and provide a response within 10 working days. In making a response, the Secretary and Registrar may ask for further details to support any claims made within the appeal or to provide the outcome of the appeal.

Where further details are requested, the appellant will then have 5 working days to submit these.

Following the receipt of these further details, the Secretary and Registrar will seek to make a decision as soon as possible thereafter, normally within 10 working days.

## Process

Students will receive written notification of the outcome of the University Attendance Panel. The details of the appeal procedures and the supporting guidance will be provided to them at this time.

Where a student wishes to submit an appeal against the outcome of the University Attendance Panel, they are required to do so on the relevant request for appeal form.

In completing the form, the student is normally expected to complete all sections, providing any supporting evidence to support the claims made.

## Students awaiting the outcome of an appeal

Where a student has submitted an appeal they will be permitted to attend all scheduled sessions and submit work; their student status and access to University facilities will be reinstated pending the outcome of the appeal.

## Outcomes of the Appeal

The Secretary and Registrar will reach a decision on the outcome of the appeal. The outcome will be one of the following:

* **Appeal upheld**: the student is permitted to continue their course subject to them signing and following an Individual Improvement Development Plan; or
* **Appeal not upheld**: the student’s Registration with the university will be terminated.