Form for use in the submission of an appeal against a Fitness to Study Panel Decision

This form should be used by students who wish to appeal against a decision of the University Fitness to Study Panel. Please refer to the ‘Regulations for Fitness to Study’ for further information on the Fitness to Study process.

You may wish to obtain advice on your case before submitting an appeal. The Students’ Union offers an independent, impartial, confidential support service to all students. The office supports students who wish to make an appeal or launch a complaint, and is also there to help students with welfare or education problems. The Union’s Support Office is run by your elected sabbaticals for Education and Welfare, supported by full time Union staff. The office is open 0900 to 1700, Monday to Friday. To make contact with Union Support, email ussu.advice@surrey.ac.uk or call 01483 689223. Details can also be found on: http://www.ussu.co.uk/support/Pages/Education/Academic%20Support.aspx

Please complete all sections of this form. Sign and date the form before returning it.

Your details

Title: ___________________________  Date: ____________
(eg. Mr/Ms/Mrs/Miss/Dr)

First name: ___________________________  URN: ____________

Surname: ___________________________  Current Level: ____________
(i.e. Family name)
(eg. Level 4/5/6, Masters, Doctorate)

Contact address (in-semester):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Alternative contact address (out of semester)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Post Code: ____________  Post Code: ____________

Tel: Home - ____________  Tel: Home - ____________
Mobile - ____________  Mobile - ____________

NB. Please inform the Office of the University Secretariat if your contact details change

Email address: ___________________________

Please note, all communication relating to your appeal will be via your University email account

Faculty:
(eg. Faculty of Arts and Human Sciences)

Programme of study:
(eg. MSc programme in Computing Systems Management)
**Your appeal**

Please describe below what decision you are appealing:

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**Grounds for your appeal**

Please refer to the “Regulation for Fitness to Study.” This specifies the grounds on which the University will consider an appeal against a decision of the Fitness to Study Panel. The grounds are as set out below. Please highlight the appropriate ground(s) below:

- that the Panel failed to follow the University’s Regulations, or failed to follow them with due care
- that in reaching its findings and/or recommendations the Panel exhibited bias or prejudice against you
- that there is fresh relevant evidence that was not available to the Panel but that has since come to light and should be considered, including that there were extenuating circumstances that were relevant to the matter that were not made known to the Fitness to Study Panel at the time, for good reason.

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**Case for your appeal**

Please set out in a separate statement the main point(s) of your appeal with direct reference to the grounds on which your appeal is based. You should provide any supporting evidence you wish to be considered on the assessment of your case (eg medical certificate). Please note that this statement will be used to evaluate your appeal and, therefore, you should provide all the information that you wish to be taken into consideration.

The Students’ Union is available to offer advice on appeals and may be able to assist you in the preparation of your statement. Contact details for the Students’ Union are provided on the front page of the form.

This form is also available for download from the University internet pages at: [www.surrey.ac.uk/oscar](http://www.surrey.ac.uk/oscar)

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**Outcome of your appeal**

Please indicate below what action you wish to see taken to address your appeal.

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Please note that the University reserves the right to contact the authors of any evidence in order to verify authenticity. If the evidence can be shown to have been dishonestly acquired or is in itself dishonest the appeal will be dismissed and the matter will be submitted to the disciplinary process (if appropriate). Please contact [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk) if you have any concerns in relation to these checks.

Information collated in relation to your case will not be shared unless an exception to data sharing and confidentiality requirements exist. For example, when individuals are at risk of harm to themselves or others. Information may also be shared in order to process other student-facing regulations. For example the Student Disciplinary Regulations, Regulations for Academic Appeals or Regulations for Fitness to Study. Please contact [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk) if you have any concerns in relation to this.

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Signature: ___________________________________________  Date: _____________________

This completed form should be submitted with your supporting statement and any documentary evidence to: [oscar@surrey.ac.uk](mailto:oscar@surrey.ac.uk)

You are advised to keep a copy of all correspondence for your records  September 2013