

APPEAL AGAINST TERMINATION OF STUDENT REGISTRATION

The deadline for submission of this appeal will be the 10th working day following notification of termination of student registration. If submitted after this date, the appeal will be deemed invalid, unless it demonstrates good reason for the period of delay.

Regulatory Definition: 'termination of student registration' means a decision to terminate a student's enrolment at the University where they shall cease to be a student of the University.

THIS FORM IS TO BE USED ONLY TO APPEAL AGAINST TERMINATION OF STUDENT REGISTRATION ON THE GROUNDS THAT:

- The University did not act in accordance with the relevant Regulations and/or Procedures in terminating the student's registration and/or;
- The student had been affected by mitigating circumstances which had a significant long-term impact, but which, for good reason, they had previously been unable to disclose via the appropriate University procedures.

PLEASE TICK TO INDICATE YOUR GROUNDS OF APPEAL

IT IS ESSENTIAL TO THE CONSIDERATION OF THIS APPEAL, THAT YOU PROVIDE APPROPRIATE, INDEPENDENT EVIDENCE, WHICH CORROBORATES THE DETAILS GIVEN IN YOUR STATEMENT(S) BELOW

BEFORE COMPLETING THIS FORM please read the attached guidance notes.

(Please print clearly):

Name: _____ Student ID number: _____

Correspondence address: _____

Postcode: _____

Contact Tel No: _____ email address: _____

Date on which notification of Termination of Student Registration was received: _____

How notification of Termination of Student Registration was received: (e.g. letter) _____

The following information is for guidance only and should be read in conjunction with the relevant regulations and procedures before completing this form.

The Procedures for Appeal against decisions the Termination of Student Registration form Section 10.8 of the University's Academic Regulations 2015/16, which can be accessed at:

www.londonmet.ac.uk/academic-regulations

- Appeals received more than **ten** working days after notification of Termination of Student Registration will be deemed **invalid** unless evidence of good reason is provided for any period of delay.
- All valid representations against termination of student registration will be considered by the Student Casework Office on the basis of the appellant's written statement and supporting evidence.
- Documents submitted as evidence should normally be originals and not photocopies/scans. However, in the case of an Appeal against Termination of Student Registration, a copied document may be sufficient for the purpose of consideration of the appeal but the original document must be presented for inspection and verification if requested by the University.
- Where documents submitted as evidence are not in English, an approved translation must also be provided.
- The details provided in this Form will be treated in confidence.
- For advice or assistance in completing your appeal application please email Advice and Representation Students' Union at: advocacy.su@londonmet.ac.uk
- You are strongly advised to keep photocopies of your completed Appeal form and all supporting evidence.
- Following consideration of an Appeal against Termination of Student Registration, the Student Casework Office may:
 - revoke the termination of the student's registration; or,
 - request further information and/or evidence; or
 - set conditions that the student must meet before the termination is revoked; or;
 - confirm the decision to terminate the student's registration.
- Where an appeal is rejected, a student can request a review of the process undertaken in reaching the decision. The deadline for requesting a review will be two weeks from the notification of the outcome of the appeal. The review will not necessarily entail a reconsideration of the appeal, but will confirm that the appropriate procedures were followed and that the decision to reject the appeal was reasonable. The review stage will not usually consider issues afresh or involve a further investigation.
- The review will be undertaken by the Deputy Vice-Chancellor or her/his nominee (who will have had no previous involvement with the appeal) and will be considered in writing on the basis of the appellant's original appeal statement and supporting evidence along with the review request statement and further evidence (if submitted); except where the Deputy Vice-Chancellor determines that, in an individual case, it would not be in the interests of fairness to do so. In such a case the appellant may be invited to present their case orally.

IF YOU HAVE BEEN UNABLE TO SUBMIT THIS APPEAL BY THE SPECIFIED DEADLINE, PLEASE GIVE A BRIEF EXPLANATION OF THE REASON FOR DELAY AND THE EVIDENCE PROVIDED IN RESPECT OF THIS:

USE THE SPACE BELOW TO MAKE YOUR REPRESENTATION AGAINST THE UNIVERSITY'S DECISION TO TERMINATE YOUR REGISTRATION AS A STUDENT. PLEASE BEAR IN MIND THE FOLLOWING REQUIREMENTS:

If claiming that the University has not acted in accordance with certain Regulations and/or Procedures, you must:

- Identify the specific Regulations/Procedures concerned
- Explain the way in which the University's actions differed from those specified in the Regulations/Procedures

If claiming mitigating circumstances* which you have previously been unable to disclose via the appropriate University procedures, you must explain:

- The circumstances that occurred, including their date(s) and duration(s)
- How they impacted upon you and how this affected your ability to attend to and/or engage with your studies
- Why you were unable to submit a claim of mitigating circumstances at the appropriate time(s)
- Why you were previously unable to submit a mitigating circumstances appeal or academic performance appeal in relation to these circumstances

***The standard mitigation criteria will apply** (please refer to: www.londonmet.ac.uk/mitigation)

This appeal will be considered on the basis of the statement written below and the supporting evidence. It is important that you provide clear and concise explanations, with relevant, independent, corroboratory evidence.

IMPORTANT NOTE – ALL STUDENTS MUST COMPLETE THIS SECTION EACH TIME THEY SUBMIT AN APPEAL

1. Are you currently registered with the University's Disabilities and Dyslexia Service (DDS)?

Yes

No (go to Question 2)

Do not wish to respond (go to Question 2)

If Yes, does your appeal relate to;

- a) previously disclosed condition(s) continuing without significant deterioration;
- b) deterioration of previously disclosed condition(s)
- c) new condition or pregnancy / maternity / paternity
- d) circumstances that are not a new long-term condition and are not related to your previously disclosed condition(s) (go to Question 2)

If you have indicated a), b) or c) above, it may help your claim if we contact the DDS regarding the nature of any adjustments you may have in place. Please note that it may limit the consideration of your appeal if information held by DDS is not considered. If you **do not** wish the University's DDS to be contacted, please sign below:

Signature: _____ Print name: _____ Date: _____

2. IMPORTANT NOTE – ALL STUDENTS MUST TICK ONE OF THE BOXES BELOW:

Does your appeal relate to a disability, Specific Learning Difficulty or a medical or health condition, including mental health that has a long-term (12 months or more) and substantial negative effect on your ability to carry out day-to-day activities?

- Yes (If your appeal is successful, your details will be passed to the Disabilities and Dyslexia Service (DDS) who will contact you to discuss what, if any, support needs you may have.)
- Yes but **do not** pass my details to the Disabilities and Dyslexia Service (DDS). (DDS will not be passed your details. By choosing this option you accept that this may prevent or limit disability-related support that you may be eligible for. You can review this decision and can choose to contact the DDS at a later date.) This response will be recorded centrally by the University Secretary's Office.
- No (Your details will not be passed to DDS. However, the Student Casework Office has a duty under Equalities Legislation to pass your details to DDS if your statement and/or supporting evidence provides information that could reasonably be considered disclosure of a disability, Specific Learning Difficulty or long-term a medical or health condition, including mental health.

For further information see: <https://intranet.londonmet.ac.uk/studentsservices/dyslexia-disabilities>

Or email: dds.studentsservices@londonmet.ac.uk

APPEAL DECLARATION AND SIGNATURE:

I confirm that I have read and understood the Explanatory Notes attached to this form and also the Appeal information and guidance provided on the London Met website (www.londonmet.ac.uk/appeals), including the relevant Academic Regulations.

I declare that the information given here is a true statement of my ground(s) for appeal. I understand that submission of fraudulent claims and or evidence may lead the University to take action under its disciplinary procedures.

SIGNED: _____

DATE: _____

SUBMITTING THIS APPEAL FORM

This form should be delivered **by hand** to your **Student Hub** or, if submitting **by post**, to: **The Student Casework Office, Room F2-06, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB**, to **arrive by the deadline as stated on page 1**.

The University does not accept any responsibility for the receipt or late delivery of appeals submitted by post. If you need to contact us directly please email: casework@londonmet.ac.uk