

# APPEAL AGAINST TERMINATION OF STUDENT STATUS



THE DEADLINE FOR SUBMISSION OF THIS APPEAL WILL BE THE **5<sup>TH</sup>** WORKING DAY FOLLOWING NOTIFICATION OF TERMINATION OF STUDENT STATUS

If submitted after this date, the appeal will be deemed **INVALID**, unless it demonstrates good reason for any period of delay.

**Regulatory Definition:** 'termination of student status' 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 STATUS ON THE GROUNDS THAT:**

- The University did not act in accordance with the relevant Regulations and/or Procedures in terminating the student's status 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 Status was received: \_\_\_\_\_

How notification of Termination of Student Status was received: (e.g. letter) \_\_\_\_\_

**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 STATUS 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](http://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.**

**DECLARATION AND SIGNATURE**

I declare that the information given above 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 FORM**

If you need to contact us directly please email: [casework@londonmet.ac.uk](mailto:casework@londonmet.ac.uk)

If delivered by hand, this form should be submitted to an Undergraduate or Postgraduate Office

If submitting by post it should be sent directly to: **The Student Casework Office**  
**London Metropolitan University**  
**Room T2-06**  
**166-220 Holloway Road**  
**London**  
**N7 8DB**

The University does not accept any responsibility for the receipt or late delivery of appeals submitted by post.

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 of Assessment Boards/Termination of Student Status) form Section 10.4 of the University's Academic Regulations 2011/12, which can be accessed at: [www.londonmet.ac.uk/academic-regulations](http://www.londonmet.ac.uk/academic-regulations)

- Appeals received more than **ten** working days after notification of Termination of Student Status will be deemed **invalid** unless evidence of good reason is provided for any period of delay.
- All valid representations against termination of student status will be considered on the basis of the appellant's written statement and supporting evidence, except where the 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.
- Documents submitted as evidence should normally be originals and not photocopies/scans. However, in the case of an Appeal against Termination of Student Status, 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. Access will only normally be given to the Vice-Chancellor, or nominee, and the Student Casework Office.
- For advice or assistance in completing your appeal application please email Student Services' Advice, Information and Funding Service at: [advocacy.su@londonmet.ac.uk](mailto:advocacy.su@londonmet.ac.uk)
- Following consideration of an Appeal against Termination of Student Status, the Vice-Chancellor may:
  - revoke the termination of the student's status; or,
  - request further information and/or evidence;
  - set conditions that the student must meet before the termination is revoked; or;
  - confirm the decision to terminate the student's status.
- The Student Casework Office shall inform the student of the Vice-Chancellor's decision.
- Where the Vice-Chancellor determines to revoke the termination of a student's status, the student will be permitted to enrol for the next full semester appropriate to their course of study.