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| Attendance Policy - Appeal Form | UEL LOGO 2010_RGB |
| Student: **Please complete ALL RELEVANT sections**. You must supply accurate information for all fields or your appeal will normally be rejected. Please ensure that you continue to attend all timetabled events and submit work in accordance with deadlines whilst your appeal is pending. For help and guidance with this form please refer to the accompanying guidelines which can be found alongside. |
| **Section 1: Student Details** |
| First/Given Name(s): Click here to enter text. | Surname: Click here to enter text. |
| Student Number u Click here to enter text. | Date of Birth: Click here to enter a date. |
| Programme of Study Click here to enter text. |
| School: Choose an item. |
| Level of Study: [ ]  3 [ ]  4 [ ]  5 [ ]  6 [ ]  7 |
| Mode of Study: [ ]  Full Time [ ] Part Time |
| Are you an International Student? Choose an item. |
| Are you using any of the University’s Support Services?\*[ ] Health and Wellbeing [ ] Disability and Dyslexia [ ] SMART  [ ] Learning Achievement Assistants or Mentors \*Please be aware that the services may be contacted for further information |
| **Section 2: Module / Programme Withdrawal Details** |
| What do you face withdrawal from?[ ]  Module/s Only [ ]  Programme of Study |
| If you face withdrawal from a module/s but NOT from your full programme of study please specify the module/s that you face withdrawal from below: |
| Module 1 | Name: Click here to enter text. |
| Code: Click here to enter text. |
| Module 2 | Name: Click here to enter text. |
| Code: Click here to enter text. |
| Module 3 | Name: Click here to enter text. |
| Code: Click here to enter text. |

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| **Section 3: Withdrawal due to non-attendance** |
| Please select the option below which best fits the grounds for your appeal: |
| Medical [ ]  | Personal [ ]  | Technical [ ]  | Other [ ]  |
| **Period affected:** From [Date] Click here to enter a date. To [Date] Click here to enter a date. |
| Please state below in a relevant and concise manner why you wish to appeal against module/programme withdrawal. Please provide as full an explanation as possible of the circumstances which support your grounds for appeal. You should refer to Section 2 of the guidelines for details about what will and will not be considered as grounds for appeal |
| **3.1 What happened?** (You should describe the specific circumstances relating to the grounds for your appeal)Click here to enter text. |
| **3.2 How did this affect your attendance?** (You should explain exactly how the circumstances affected your attendance, or if you are appealing on technical grounds you should explain how your attendance record was affected)Click here to enter text. |
| **3.3 What steps can you take to ensure that your attendance is not affected in the future?** (Where appropriate, you should detail the actions that you can put in place now to ensure that you can maintain a good attendance record in the future)Click here to enter text. |

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| **Section 4: Documentary Evidence** |
| You are advised to support your appeal with documentary evidence where appropriate. When you send the Appeal Form electronically to the Appeals mailbox you MUST ensure that you attach any supporting evidence to the same email. Please list below the documentation that you are submitting as evidence in support of your appeal and detail how this evidence supports your appeal. |
| Document 1 | Title Click here to enter text. |
| How does this support Click here to enter text. |
| Document 2 | Title Click here to enter text. |
| How does this support Click here to enter text. |
| Document 3 | Title Click here to enter text. |
| How does this support Click here to enter text. |
| Document 4 | Title Click here to enter text. |
| How does this support Click here to enter text. |
| Document 5 | Title Click here to enter text. |
| How does this support Click here to enter text. |
| If you are unable to supply documentary evidence to support your appeal please indicate here the reasons why:Click here to enter text. |

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| **Section 5: Action Plan** |
| You must ensure that you complete this section as thoroughly as possible. This is your opportunity to demonstrate to the Panel how you have engaged with your studies and how you plan to catch-up on the material that you have missed. If your action plan is not sufficient then this could result in your appeal being rejected. |
| **5.1: Work missed** (please refer to your module guides to detail the content of the material that you have missed from non-attendance at timetabled events)Click here to enter text. |
| **5.2: Work completed** (please refer to your module guides to detail how you have engaged with your studies, specifically referencing any work that you have completed and submitted during the time of your absence)Click here to enter text. |
| **5.3: Action Plan** (please indicate how you plan to catch up on the material you have missed, you should set at **least three** clear targets/goals and indicate timescales)1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
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| **5.4: Risks** (please identify any risks or obstacles that may prevent you from following your action plan and outline how you plan to overcome these)1. Click here to enter text.
2. Click here to enter text.
3. Click here to enter text.
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| **Section 6: Date of Submission** |
| All appeals against withdrawal MUST be submitted within 10 working days from the date that the withdrawal decision was sent to you. If you have not submitted your appeal on time then your appeal will normally be rejected. If there are any specific reasons that your form has been submitted late please explain this in a relevant and concise manner below.Click here to enter text. |
| **Section 7: Checklist** |
| **Prior to submitting your form please check that you have:** | Check to confirm |
| Read the guidelines to accompany this form and where required sought advice from the Students’ Union Academic Advice Service. | [ ]  |
| Completed ALL sections of the form and ensured that the information you have supplied is true and accurate. | [ ]  |
| Attached documentary evidence in support of your appeal. | [ ]  |

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| **Section 8: Declaration** |
| Please read the statements below and confirm your acceptance of this declaration by ticking the box. |
| **I have completed sections 1 – 6 of this form explaining clearly the grounds for my appeal. I understand that in order to submit my appeal I must send this Attendance and Engagement Policy Appeal Form and all available documentary evidence to** **appeals.attendance@uel.ac.uk****. The details supplied in this form are true and accurate to the best of my knowledge.****I have read and understood the Guidelines to accompany this form and I acknowledge that the decision of the Appeal Panel is final. I understand that no further correspondence will be entered into or information given on this decision.**In accordance with the Data Protection Act 1998 we are required to obtain your consent for the following:1. To hold some elements of the information that you have provided on an electronic database.
2. To disclose the information that you have provided to authorised members of University staff and authorised student representatives as required for the reasonable purposes connected with the investigation in the case of an Appeal or Complaint.
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| **By checking this box you confirm that you agree with the above statements and indicate your consent for the information provided to be used as detailed above.** | [ ]  |
| It may be necessary to inform University staff that you have made an appeal against withdrawal (although this will not involve disclosing the details of your appeal) in order to ensure that you are offered appropriate support**. Please read the statements below and UNCHECK the boxes if you do NOT want us to do this.** |
| I give my consent for information about my appeal against withdrawal to be disclosed to appropriate University staff not present on the Appeal Panel. | [x]  |
| I give my consent to be referred to the relevant support unit within the University if further support is deemed appropriate by the panel. | [x]  |
| I understand that if my appeal form is submitted past the deadline given, my appeal may be rejected on the technical grounds of lateness. | [x]  |