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| **De-registration Appeal Form** | | | | | | |
| * Before you complete this form you must read the Academic Appeals Procedures (Appendix 5 of the University of Cumbria Academic Procedures and Processes within the Academic Regulations), available at  <https://my.cumbria.ac.uk/Student-Life/Your-Studies/Assessment-and-Exams/Appeals/>      * You must submit the appeal form, with accompanying evidence, within **TEN** working days of the of the notification sent to you initiating the deregistration process. | | | | | | |
| **Section 1: Your Details**(M*andatory section* ) | | | | | | |
| Surname: |  | | | | First name(s): |  |
| Student number: | |  | | Campus/site of study: | |  |
| Full course title: | |  | | | | |
| University email address: | | |  | | | |
| PLEASE NOTE | | | **Communication regarding any sensitive information during this process will be through your University Of Cumbria student account only and any replies you make should be from your student mailbox. If you need help in accessing this then please contact IT on 01228 888888 or**[**itservicedesk@Cumbria.ac.uk**](mailto:itservicedesk@Cumbria.ac.uk) | | | |
| Postal address: | | |  | | | |
| Daytime Telephone Number: | | |  | | | |

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| (M*andatory section* )  **Do you have a disability or specific learning difficulty**you would like us to be aware of when considering your Appeal?**If yes:** please tell us in the box below what reasonable adjustments may be required.  **Do you need assistance from LISS or SU to complete this form?**  **If Yes:**Please contact them prior to submitting your form**.** | No    No |
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| **Students’ Union.**We strongly recommend you contact the Students’ Union forindependent, confidential and free advice and guidance when making your Appeal. Details online via: <http://www.ucsu.me/support> | | |
| Please confirm if you have already contacted Students’ Union for support | **YES** | **NO** |
| If you are being supported by a Student Union Case worker, please confirm that you are happy for us to share information regarding your appeal with them via [SUadvice@cumbria.ac.uk](mailto:SUadvice@cumbria.ac.uk) and include them in any correspondence? | **YES** | **NO** |

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| **Grounds for appeal:** (Please tick the relevant box(es) to indicate the grounds for your appeal)(M*andatory section* ) | |
|  | 4.1 i) that the University did not act in accordance with the relevant regulations and/or Procedures in the provision and execution of the 4 week rule. |
|  | 4.1 ii) that the student has been affected by extenuating circumstances which prevented him or her from attending University and for good reason has not been dealt with via the University’s Extenuating Circumstances Procedures. An appeal on this ground will be forwarded to the Extenuating Circumstances procedure for consideration.  For information on what constitutes an Extenuating Circumstance please follow this [link](http://www.cumbria.ac.uk/StudentLife/Support/YourStudies/AssessmentandExams/ExtenuatingCircumstances.aspx) |
|  | 4.1 iii)That the student has been affected by unfair treatment or bias which for good reason has not been dealt with via the formal student complaint procedure.  An appeal on this ground will be forwarded to the student complaints procedure for consideration. |

**DOCUMENTARY EVIDENCE**

**Please be advised that all appeals must be accompanied by supporting evidence.**

All supporting documentation must be dated and relate specifically to the duration of the whole period of absence.  If you are unsure about the kind of evidence which is most appropriate, please refer to the guidance on our website;

[**https://my.cumbria.ac.uk/Student-Life/Your-Studies/Assessment-and-Exams/Appeals/**](https://my.cumbria.ac.uk/Student-Life/Your-Studies/Assessment-and-Exams/Appeals/)

Evidence to support ECs of a non-medical nature could include a statement from a person who can verify your circumstances from a position of authority and whose evidence is impartial and objective.

Newspaper articles, copies of internet pages or photographs **will not** normally be considered as verified evidence unless such documents directly link you to the circumstances/news stories being discussed. Letters from family members/friends are not deemed as acceptable

Where medical evidence is supplied it must **include dates, time frame and a medical opinion** about the likely effect of illness on your ability to attend and engage with your programme of study .

Any information submitted as part of an academic appeal and/or extenuating circumstances claim which subsequently is identified as fraudulent will be disregarded from the purpose of the EC/appeal.

**If you submit fraudulent information you may be referred for consideration under the Adjudication Procedure and/or Disciplinary Procedure or Fitness for Professional Practice Procedure.**

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| **4.1 i) that the University did not act in accordance with the relevant regulations and/or Procedures in the provision and execution of the 4 week rule. (Please only complete this section if you are appealing on these grounds)** | |
| **What material administrative error or regulatory or procedural irregularity do you believe has occurred?** | |
|  | |
| **What evidence are you submitting to support your appeal made on the grounds of administrative error or regulatory or procedural irregularity?** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Please continue on extra pages if necessary.**

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| **4.1 ii) that the student has been affected by extenuating circumstances which prevented him or her from attending University and for good reason has not been dealt with via the University’s Extenuating Circumstances Procedures. An appeal on this ground will be forwarded to the Extenuating Circumstances procedure for consideration.**  <http://www.cumbria.ac.uk/StudentLife/Support/YourStudies/AssessmentandExams/ExtenuatingCircumstances.aspx> | |
|  | |
| All extenuating circumstances claims **MUST** be supported by documentary evidence; please list below the evidence you are submitting in support of your claim. You must supply the evidence – **we will not contact third parties for evidence on your behalf.** | |
| **What evidence are you submitting to support your appeal made on the grounds of Extenuating /Mitigating circumstances?** | |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Please continue on extra pages if necessary.**

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| **SECTION 4.1 iii): Unfair Treatment or Discrimination**  (Please only complete this section if you are appealing on these grounds) | | |
| **Has this been considered under the University Complaints Procedure?** | | **YES/NO** |
| If you answered ‘yes’ a copy of the outcome of the complaint will be requested from the Complaints Officer to inform your academic appeal.    If you answered ‘no’ your concerns will be passed to the Student Complaints Procedure for assessment and possible investigation. You will be contacted by the Complaints Officer at the earliest opportunity. The outcome of a complaint will be returned to the Academic Appeals procedure for consideration. The Appeals Procedure will be placed on hold pending the outcome. | | |
| **If NO:**(i)please explain below why the allegation of unfair treatment or discrimination was not brought under the University Complaints Procedure | | |
| (ii)please provide below full details of the alleged unfair treatment or discrimination that you are alleging has occurred as part of the assessment process.  Including clarification on what type of discrimination has occurred. | | |
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| **What evidence are you submitting to support your appeal made on the grounds of Unfair Treatment or Discrimination?** | | |
| 1. |  | |
| 2. |  | |
| 3. |  | |
| 4. |  | |
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**Please continue on extra pages if necessary.**

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| **Please tick all the boxes and sign the declaration below:** (M*andatory section* ) | | | | |
|  | I have completed all the relevant sections | | | |
|  | I have attached all additional sheets and documentary evidence | | | |
|  | The details on this form are correct to the best of my knowledge | | | |
| In accordance with the **GDPR May 2018** the information you have provided will be treated as confidential and will only be disclosed:     1. In order to progress your appeal or to comply with university procedures. For further information please see the Academic Procedures and Processes within the Academic Regulations available at [www.cumbria.ac.uk/AcademicProcedures](http://www.cumbria.ac.uk/AcademicProcedures).      1. If information you have provided gives reasonable belief that there is a concern regarding the safety of the individual or others.     Further information about the GDPR 2018 is available  <https://my.cumbria.ac.uk/Student-Life/Student-Policies-and-Procedures/>.  On this page you will also find details of University of Cumbria and UCSU data sharing agreement and the [University Of Cumbria Privacy Notice.](https://my.cumbria.ac.uk/media/MyCumbria/Documents/Student-Procedures/Privacy-Notice-SAAS-StuProc-May-18-WEB.pdf)  Please read the Data Sharing Agreement if you have confirmed that you are happy for us to share information with the University of [Cumbria Students’ Union](http://www.ucsu.me/policy). Information regarding the Advocacy Service and Conditions in regards to the Students’ Union can be found here <http://www.ucsu.me/policy> | | | | |
| (M*andatory section* )  Please sign below to confirm that you have read and understood the Academic Appeals Procedure; and the university of Cumbria Privacy notice. Confirm the information you have provided is accurate to the best of your knowledge and to indicate your consent for the information provided to be used as detailed above.    In compliance with Professional and Statutory Body Regulations and/or public protection, I understand that I may be referred by the Panel to the Head or Department (or nominee) for Fitness to Practice/Study processes | | | | |
| Signature: | |  | Date: |  |

**Please return this completed form and supporting evidence by E-mail: studentprocedures@cumbria.ac.uk**

You will receive an e-mail acknowledgement of receipt of your appeal.