

## GUIDE FOR APPLICANTS YOUR QUESTIONS ANSWERED

Please note that this process should only be followed if you wish to appeal an admission decision made by the University.

This document is a walk-through process to assist you in understanding the University's Admissions Policy 2025-26 Admissions Cycle ('the Policy'). **You are strongly encouraged to read this guide, together with the Policy, prior to completing your Admissions Appeal Application Form ('Application Form').**

A copy of the Policy can be located at [www.tees.ac.uk/studentregulations](http://www.tees.ac.uk/studentregulations), and further information on submitting your Application Form to the Student Casework Office can be found in this guide.

### 1. What is an Admissions Appeal?

When submitting an Admissions Appeal ('Appeal') you are requesting the University reconsider a decision about your admission to this University.

There is a flowchart at the back of this guide to assist you with this process.

### 2. Where can I get advice?

The **Student Casework Office** can assist you with the process.

Email: [sco@tees.ac.uk](mailto:sco@tees.ac.uk)

### 3. Important questions to ask yourself before submitting an Appeal:

#### 3.1 Have I received feedback?

If you have not already done so, you are strongly encouraged to contact the relevant School to which your course is associated to obtain feedback. This should help you to understand the reasons behind the decision before deciding whether to proceed with an Appeal. The name of the representative whom you should contact should be identified in your decision letter. If it is not present, please contact the Student Casework Office.

#### 3.2 Am I within the timescales to make an Appeal?

Your Application Form must be received by the Student Casework Office within **7 days** of receipt of notification that your admission application has been unsuccessful.

### 3.3 What if I am outside the 7-day deadline?

Appeals received after the 7-day deadline can only be considered under **very** exceptional circumstances.

If you submit your Application Form outside of the timescale you must enclose with your Application Form a separate written explanation for the late submission supported by evidence (if applicable), which will be considered by the Vice-Chancellor's nominee. The Vice-Chancellor's nominee will determine whether the application can proceed for consideration. The Vice-Chancellor's nominee's decision will be final and is not subject to further review. If the decision is not to accept the late Application Form for consideration the case will be closed.

### 3.4 What information must I include?

You **must** identify the ground(s) and reasons for your Appeal.

It is also important that you include any relevant documentation to support your case and list the documentation you are including under the relevant ground.

You are strongly advised to keep a copy of your Appeal and any supporting documentation. Documents submitted as part of your Appeal will not normally be returned. Where photocopies of documents are submitted, you may be required to provide the Student Casework Office with sight of the original documents to verify their authenticity. If evidence is provided in a language other than English, it is your responsibility to have it independently translated.

### 3.5 Do I fall within the grounds for an Appeal?

The ground(s) under which you can submit an Appeal are:

- That there was a material and/or procedural irregularity in the decision-making process; **and/or**
- That there is evidence of unjustified discrimination or bias against the applicant; **and/or**
- That additional evidence has come to light since the decision on the application was made.

**An Appeal will not be considered under any other grounds.**

### 3.6 Why could my Appeal be rejected?

Your appeal will only be considered on the ground(s) set out in paragraph 3.5 above.

#### 4. How do I complete the Application Form?

A copy of the Application Form can be located at [www.tees.ac.uk/studentregulations](http://www.tees.ac.uk/studentregulations). Your completed application form should be submitted to the Student Casework Office via email.

The Application Form is divided into sections, and it is important that you complete all relevant sections, as any omissions may result in a delay with your Appeal being processed.

The sections identified below **must** be completed:

**Section 1: Personal details**

**Section 2: Course information**

**Section 3: Admissions Information**

**Section 4: Your preferred outcome**

**Section 5: Grounds for an Appeal**

It is essential that you identify the ground(s) on which you wish to apply, answer all related sections, and provide documentary evidence to support your Appeal.

**Section 6: Privacy Notice and Declaration**

It is important you understand that by signing the Application Form or emailing it to [sco@tees.ac.uk](mailto:sco@tees.ac.uk), you are verifying that the information contained therein, together with any accompanying documentation is true. You are also thereby agreeing to the processing your personal data for the purposes of logging, coordinating, progressing and facilitating resolution of the matter(s). The Student Casework Office will only process your personal data (which may include requesting or sharing personal data with staff and or Panels within Schools/Departments/Partner Institutions) for these express purposes. The Student Casework Office will obtain your express consent to process any special category data which includes e.g. health records. Any personal data, including special category data, will only be processed to the extent necessary to properly administer your case, and appropriate safeguards are in place to ensure security of your personal data.

**Third Party Data:**

Please note that third party data will normally only be accepted with the written consent of the person concerned. If you plan to submit third party data without the consent of the individual, please ensure that it is anonymised (for example, names and any other personal data is redacted). Anonymising personal data may detract from the use or purpose of the information provided and consent is therefore preferable to ensure that

the matter is properly considered. The University may refuse to accept documents, which include third party data without consent, and which have not been anonymised and you may be asked to resubmit such evidence once consent is obtained or anonymisation has taken place. Where non-anonymised third-party personal data has been accepted in error, the University reserves the right to redact the personal data. Processing of personal data in this way will be under the lawful basis of legitimate interest and in the public interest.

### **Disability or Specific Learning Disability:**

Please ensure that you have identified on your Application Form whether you have a disability or specific learning difficulty and require any adjustments in order that the University can provide you with appropriate support to access this process. If you have difficulty submitting your Application Form via email, wish for it in a different format, or you wish to discuss your requirements please contact the Student Casework Office.

### **Please check before submitting your Application Form that:**

- has the decision been published regarding your admission application.
- you are submitting your Application Form within **7 days** of receipt of notification that your admission application has been unsuccessful.
- your case falls within the grounds for an Appeal.
- you have read and understood the Admissions Policy.
- you have completed all relevant section on the Application Form.
- you have identified whether you have any specific requirements relating to a disability or specific learning difficulty (should you wish to discuss your requirements please contact the Student Casework Office).
- you have included all necessary supporting documentation.
- where you have submitted Personal Data regarding a third party you have obtained written consent from that individual to share their Personal Data and have provided this with your Application, or you have anonymised the Personal Data.
- you have kept a copy of this Appeal for your own records.

### **5. What if I would like somebody else to act on my behalf?**

It is not permissible for the University to communicate with external third parties regarding your case without your written consent. This includes a legal representative, parent, guardian or spouse. Therefore, if you wish the University to discuss your case with a third party, you will need to confirm this on your Application Form.

### **6. How do I submit my completed Application Form?**

Email it to: [sco@tees.ac.uk](mailto:sco@tees.ac.uk)

### 7. How long will it take to process my Application Form?

The length of time depends on the complexity of your case. However, the Student Casework Office will ensure that your Appeal is processed as quickly as possible.

### 10. What should I expect following submission of my Appeal?

You will receive written acknowledgement of your Appeal from the Student Casework Office.

If your Appeal has been submitted within the timescales and is fully completed it will then be forwarded to the relevant Admissions Manager who will be asked to supply all information relevant to the case.

If the relevant Admissions Manager believes that there appears to be a case for the decision to be reviewed, they may impose an alternative outcome. In which case, they will write directly to you with a new admissions decision. However, if you do not wish to accept this decision you may request that your appeal continues to be considered in accordance with the Appeal Stage of the Policy by notifying the Student Casework Office within **5 days**.

In the event the relevant Admissions Manager believes the decision should not be amended, then the Director of Student Recruitment & Marketing (or nominee) will consider the appeal by way of a review of all the relevant evidence. You, or Admissions Manager, may be asked to provide further information on, or clarification of, any points in the submissions. After consideration of the case, the Director of Student Recruitment & Marketing or their nominated representative may take the following action:

1. Reject the appeal.
2. Uphold the appeal and impose an alternative outcome.

The Director of Student Recruitment & Marketing (or nominee) will inform you of their decision within **15 days** of receiving the appeal. The decision of the Director of Student Recruitment & Marketing (or nominee) is final, and no further appeal is permitted.

