

**ADMISSIONS APPEAL**

**APPLICATION FORM**

**(Effective From 16 September 2024)**

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| **Please complete this form if, after you receive an Admission decision you wish to appeal the decision.** Before completing this Application Form, you are strongly encouraged to read the following documents:* **Admissions Policy**

**Admissions Policy ‘Guide for Applicants – Your Questions Answered’**The form should be submitted to the Student Casework Office via email. Please remember to attach any documentary evidence.  Please note that any documents supplied as part of your Appeal will not be returned. You should complete all relevant sections as any omissions may result in a delay with your Appeal being processed.     |

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| **1.     PERSONAL DETAILS** |
| **Name:** |       |
| **Date of Birth:** |       |
| **Address:** |       |
| **Telephone Number:***Please provide the best number to contact you on.* |  |
| **Contact Email Address:***This is the address that the Student Casework Office will use to communicate with you regarding your case.* |       |
| **Disability or Learning Difficulty:** *Should you have any specific requirements relating to a disability or specific learning difficulty please indicate any adjustments you feel you need to access this process.*  |       |

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| **2. COURSE INFORMATION** |
| **Course:***For example, BSc (Hons) Psychology* |       |
| **Professional Apprenticeship course:** | [ ]  Yes [ ]  No |
| **School:***(Please select as appropriate)* | [ ]  School of Health & Life Sciences[ ]  Teesside University International Business School[ ]  School of Computing, Engineering & Digital  Technologies[ ]  School of Social Sciences, Humanities & Law[ ]  School of Art and Creative Industries[ ]  Teesside University London[ ]  TU Prague City[ ]  Other *Please state:*       |
| **Level of Study:** | [ ]  4 [ ]  5 [ ]  6 [ ]  7 [ ]  Other |

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| **3. ADMISSION INFORMATION** |
| **Date of publication of the admission decision:*****It is important that you provide this information*** |
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| **4. YOUR PREFERRED OUTCOME** |
| Please indicate below what outcome you would like to see. |
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| **5. THE INVOLVEMENT OF A THIRD PARTY**  |
| If you have sought advice from a third party, please state the name of the person who provided you with advice.  |
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| If you give permission for the University to discuss your case with the above person please indicate below. |
| [ ]  Yes [ ]  No The Student Casework Office is not able to provide documentation or communicate with a third party without your consent. |
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| **6.     GROUNDS FOR AN ADMISSIONS APPEAL** |
| Please indicate which of the ground(s) you are applying for by ticking the appropriate box(es):  It is important that you provide as much information as possible.  If you wish to submit this information in typed format on a separate sheet, please ensure that you answer each of the questions. |
| **6.1** **[ ]  That there was a material and/or procedural irregularity in the decision****making process.**  |
| **Please state the nature of the material and/or procedural irregularity in the decision making process and your evidence to support this:** **What documents are included:** |
| **6.2** **[ ]  That there is evidence of unjustified discrimination or bias against the applicant.**  |
| **Please state the nature of the unjustified discrimination or bias:****What documents are included to support this :** |
| **6.3** **[ ]  That additional evidence has come to light since the decision on the application was made.**  |
| **Please state why the additional evidence could not have been provided at the time:****What documents are included to support this:** |

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| **7.     PRIVACY NOTICE AND DECLARATION** |
| The Student Casework Office (SCO) will process personal data to facilitate and investigate your case and determine an outcome. This will include personal data provided by you in your application, and any correspondence between you and the SCO about your case. We may also access personal data from University systems, such as email correspondence and/or academic, attendance or health information. Personal data will be handled in confidence, and the SCO will only process personal data to the extent necessary to enable the proper administration of your case. However, where there are concerns regarding the welfare or safety of an individual, it may be necessary to share information with internal or external services to ensure the protection of those individuals. Our processing fulfils the core functions of the University as a public authority and is conducted in the public interest. As such we rely upon the public task lawful basis Article 6(1)(e) to conduct this processing, and where special category personal data is processed, ( Article 9(2)(g) ‘substantial public interest’.**Who we share data with:**We will share the information you provide with any individuals with other relevant staff required to process your application. This may include sharing your evidence to supplement additional investigation outside of the process, to ensure all appropriate follow-up actions are completed. We may also be required to share some information with potential witnesses in order to record their accounts and any additional evidence.Our insurance brokers and insurers may need to be notified where there is a possibility of a claim being raised against the University. We may need to share full details about your case which may include your application, and additional information about all involved parties.In addition, if you refer a case to the [Office of the Independent Adjudicator](http://www.oiahe.org.uk/), there may be a need to share personal data with them in order to respond accordingly. Further information regarding how the University will process your personal data can be found in the University’s [Student Privacy Notice](https://www.tees.ac.uk/sections/about/information_governance/privacy.cfm). I declare that:* the information provided on this Application form and any accompanying documentation is true to the best of my knowledge;
* I have read and understood how my personal data will be processed;
* where I have submitted personal data about a third party I have obtained written consent from that individual to share their personal data and have provided this with my Application or I have anonymised the Personal Data.
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| **Signed:** |       |
| **Dated:** |       |

**TO SUBMIT YOUR APPEAL**

**Email:** sco@tees.ac.uk

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| **CHECKLIST** Before returning this form you are advised to check the following:* You have read and understood the Admission Application Policy;
* you have completed all relevant fields on this Application Form;
* you have fully and clearly stated what would be a satisfactory outcome;
* 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 clearly labelled any accompanying sheets;
* you have included all relevant documentary evidence to support your case;
* 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;
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**TO SUBMIT YOUR APPEAL**

**Email:** sco@tees.ac.uk