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**STUDENT ATTENDANCE AND ENGAGEMENT APPEAL**

**(Effective From 15 September 2025)**

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| **Please complete this form if you wish to Appeal against their withdrawal as an outcome of an attendance and/or engagement decision or the resumption decision following a withdrawal on financial grounds.**  Before completing this Application Form, you are strongly encouraged to read the following documents:   * **Student Attendance and Engagement Policy and Procedure** * **‘Guide for Students – 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:**  *Please provide your full name as stated on your Student Card.* |  |
| **Date of Birth:** |  |
| **Student Number:** *You will have been provided with this at enrolment and will find it on your Student Card.* |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **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* |  |
| **Studying on a Professional Apprenticeship:** | 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. DATE OF NOTIFICATION** |
| **An appeal must be submitted to the Student Casework Office within 7 days of the date of the decision letter.**  ***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 AN ADVISER** |
| If you have sought advice from the Students’ Union, please state the name of the person who provided you with advice. |
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| Do you give permission for the University to discuss your case, provide documentation and copies of correspondence to you with the above person? Please indicate below. |
| Yes  No  The Student Casework Office is not able to provide documentation or communicate with the Students’ Union about your case without your consent. |

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| **6.     GROUNDS FOR AN 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**  **PROCEDURAL IRREGULARITY**  **I wish to make an application on the ground that there was a procedural irregularity in the consideration of the case, which materially affected the outcome.** |
| **Please state the nature of the procedural irregularity and your evidence to support this:**    **What documents are included:** |
| **6.2**  **INFORMATION PREVIOUSLY UNAVAILABLE**  **I wish to make an application on the grounds that, information that could not previously be made available and is materially relevant to the outcome has subsequently emerged.** |
| **Please state why the additional information that was unavailable at the time of the University’s decision being communicated to you:**    **What documents are included:** |

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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. | |
| **Signed:** |  |
| **Dated:** |  |

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| **CHECKLIST**    Before returning this form you are advised to check the following:   * You have read and understood the Student Attendance and Engagement Policy and Procedure. * 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. |

**TO SUBMIT YOUR APPEAL**

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