

**Termination Appeal Guide & Form**

**How can I appeal ?**

If your studies have been terminated because of academic failure then you have the right to appeal under the University’s Termination Appeal Policy. If you think you have valid reasons for an appeal then you should complete and submit the form appended to this Guide within ten working days of the date of your termination letter.

**What grounds can I use as the basis for an appeal ?**

There are only two reasons on which you can base an appeal against termination for academic failure:

* valid extenuating circumstances where evidence is presented that they were not known at the time the termination decision was made

AND/OR

* valid extenuating circumstances which could not, for a documented and evidenced reason, be declared through the Mitigating Circumstances Policy at the time (see Appendix I in the guidance notes).

You will need to show that the circumstances are relevant to the failed assessment(s) and appropriate documentary evidence must be provided, along with an explanation of why the matter was not raised earlier under the Mitigating Circumstances Policy. If the grounds have previously been included in an application for mitigating circumstances then these will not normally be eligible for an appeal against termination.

**How will my appeal be dealt with ?**

If you make a legitimate appeal on the grounds of extenuating circumstances then you can expect a Panel to assess your case and come to a conclusion on its merits. If your application lacks independent evidence and/or valid grounds then you can expect that the application will be rejected.

**How long will it take to reach a decision ?**

If you make an appeal then it will be triaged within a few days. If, after triage, it goes to the panel, it will normally be considered by a Panel within a month; often the Panel will meet weekly.

**What outcome can I expect if I make an appeal ?**

The Appeal Panel will decide whether or not to uphold your appeal. You will be notified of this decision in writing within a week of the Panel meeting.

**Are there any other options to have my termination reviewed?**

Yes. You can:

* make an appeal under the University’s Academic Appeal Policy (e.g. incorrect application of the Assessment Regulations) which results in a further attempt at an item of assessment;
* make a complaint under the Student Complaints Policy.

**What should I do if I am dissatisfied with the outcome ?**

The Appeal Panel decision marks the end of the University’s procedures in relation to termination appeals. You can make a complaint to the Office of the Independent Adjudicator for Higher Education and details of how to do this will be included in the outcome letter.

**Where can I obtain advice ?**

If you have any uncertainties about the information contained in this Guide you should consult the Students’ Union, the Student Conduct, Complaints and Appeals Team or the Student Support and Advice Team.

**Where should I submit the form ?**

The completed form and relevant evidence must be emailed to studentmatters@northampton.ac.uk. Email is the best way to ensure your appeal will reach the right destination. Paper appeals should be placed in a sealed envelope and addressed to the Director of Student & Academic Services. You can hand in the envelope at the Student Information Desk (SID) in the Learning Hub.

**Other sources of information**

See the Termination Appeal Policy on the University website ([www.northampton.ac.uk/student](http://www.northampton.ac.uk/student) - search on ‘Termination Appeal’)

**Appendix I**

**Table 1: Circumstances normally eligible for consideration**

| **Circumstance**  | **Examples**  | **Supporting Documentation**  | **Sources of support you can access**  |
| --- | --- | --- | --- |
| Serious illness or accident of the student (physical or mental health) | Illness, accident or severe trauma at the time of an assessment, or during preparation for it earlier in the academic year. It should be a serious illness or an unanticipated deterioration in an ongoing illness or chronic medical condition. It can also be an assault of which the student is victim. | Doctor’s note or letter confirming the illness or accident and attesting to its impact on the student.\* If you are a victim of an assault, you should provide a crime number or Police report. | • GP or hospital• Personal Tutor• Student Support• SU Advice Centre |
| Death of someone close to the student | Bereavement at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren, if it can be demonstrated that the relationship was close. | Copy of the death certificate and evidence of closeness (e.g. statement from Personal Tutor, Student Support or counsellor\*). | • GP or hospital• Personal Tutor• Student Support• University Counselling Service• SU Advice Centre |
| Serious illness or accident of someone close to the student (mental or physical health) | Issue arising at assessment time or in preparation for it earlier in the academic year. ‘Someone close’ can mean parents or guardians, children, siblings, a spouse or partner. It may include friends, in-laws, grandparents and grandchildren if it can be demonstrated that the relationship was close. | Doctor’s note or letter confirming the illness or accident\* and statement by Personal Tutor or Student Support attesting to closeness and impact on the student. | • GP or hospital• Personal Tutor• Student Support• University Counselling Service• SU Advice Centre |
| Abrupt change in personal circumstances of the student or other serious unforeseen event | Divorce; fire or burglary; the requirement to appear in Court at or near the time of the relevant assessment; acute accommodation issues; serious and unforeseeable transport disruptions (for example road closure due to fatal road traffic accident) | Statement by Personal Tutor or Student Support and/or copies of relevant documentation (e.g. Court summons). | • GP or hospital• Personal Tutor• Student Support• University Counselling Service• SU Advice Centre |
| Significant change in employment circumstances beyond control of student affected | For part-time students only. | Copy of letter from employer and statement attesting to impact on student by Personal Tutor or Student Support. | • Personal Tutor• Student Support• SU Advice Centre |
| Diagnosis of Specific Learning Difference | Only eligible when diagnosis is obtained too late for reasonable adjustments to be made by way of Special Exam Arrangements or in other ways. | Copy of diagnosis letter and confirmation from Department that it was submitted too late for reasonable adjustments to be made in other ways. | • Personal Tutor• Student Support• Disability Services• SU Advice Centre |
| Deterioration of a permanent condition you have already told us about (physical or mental health) | Where this permanent condition has already been adequately adjusted for through Special Exam arrangements or other reasonable adjustments only the deterioration counts as a Mitigating Circumstance | Copy of letter from Disability Services, Student Support, GP or consultant or counsellor.\* | • Personal Tutor• Student Support• Disability Services• SU Advice Centre |
| Bullying, harassment, victimisation or threatening behaviour | Only eligible if student is victim or alleged victim. | Report from Personal Tutor or Student Support Services.Copies of emails or screenshots from social media platforms or other communications or police report. | • Personal Tutor• SU Advice Centre• Student Support• campus police |
| \* Where your Mitigating Circumstances relate to physical or mental health conditions or issues for which you have sought support you should provide documentation from a medical practitioner or a practitioner who is registered with an appropriate professional body such as the British Association for Counselling and Psychotherapy, the UK Council for Psychotherapy, the British Psychological Society, or an appropriately qualified Student Support professional. Medical practitioners in the UK should be members of a recognised professional body such as the General Medical Council, Nursing and Midwifery Council, General Chiropractic Council, General Dental Council, General Optical Council, General Osteopathic Council, General Pharmaceutical Council, Health Professions Council or Pharmaceutical Society of Northern Ireland. If you have sought medical attention abroad the certificator must be licensed to practise in the country in question. If the letter or note is in a language other than English you must provide both a copy of the original note and a certified translation into English. The University may seek to verify the accuracy of the translation provided. |

**Table 2: Circumstances not normally eligible for consideration**

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| --- | --- | --- |
| **Circumstances**  | **Examples**  | **Sources of Support**  |
| A permanent condition which you have already told us about unless you can provide appropriate evidence that there has been a worsening of your condition during the assessment period (see Table 1). | An ongoing mental or physical health condition, or Specific Learning Difference or disability. You should tell the University, (Disability Services) and your Personal Tutor about any disability, Specific Learning Difference, or ongoing mental or physical health condition as soon as possible in your University career so that appropriate adjustments can be made to support you. If in doubt speak to your Personal Tutor. | • GP or hospital• Personal Tutor• Student Support• Disability Services• SU Advice Centre |
| Minor illnesses or ailments | Aches and pains, colds, sore throats and coughs where these are not symptoms of a more serious medical condition. However, if you feel that your ailments are impacting on your ability to study you should seek medical attention and notify your Personal Tutor. | • GP or hospital• Personal Tutor• Student Support• SU Advice Centre |
| Examination stress and worry | Exams and other University assessments are tests of your performance and inevitably involve a certain amount of stress. Having feelings of stress or worry at such times does not necessarily mean you are unwell or have an eligible Mitigating Circumstance. However, if you experience a more acute form of anxiety (a ‘panic attack’ or ‘anxiety attack’) it may be eligible and you should seek medical or professional attention, as well as notify your Personal Tutor. | • GP or hospital• Student Support (Mental Health and Wellbeing Team, in particular Wellbeing Drop-in)• Student Careers and Skills• Personal Tutor• University Library• SU Advice Centre  |
| Computer, printer or other IT failure | Failure to keep adequate back-ups; computer ‘crash’. However, theft of computer equipment may be eligible if you have reported it to the police and can provide a crime number. | • Personal Tutor• IT Services |
| Pressure of academic workload | Essay deadlines falling on the same day or in close proximity. However, this may be eligible as an aggravating factor if you also have a diagnosis of a relevant medical condition (see Table 1, above). | • GP or hospital• Personal Tutor• Student Support• SU Advice Centre |
| Non-academic activities and foreseeable events | Holidays, weddings, rites of passage ceremonies whether religious or secular, sporting fixtures or training in preparation for them and other similarly foreseeable events. |   |
| Temporary self-induced conditions | Hangovers; ill-effects from the use of recreational or performance-enhancing drugs, whether legal (e.g. caffeine, energy drinks) or illegal. If in doubt please consult one of the sources of support in the box immediately to the right. | • GP or hospital• Personal Tutor• Student Support• SU Advice Centre |



**Termination Appeal Form**

|  |  |
| --- | --- |
| **Your name:** |  |
| **Student number:** |  |
| **Correspondence address:** |  |
| **Email address:** |  |
| **Programme and year of study:** |  |
| **Please give a brief outline of your appeal** |

**You must provide independent evidence to support your appeal.**

I declare that the information given is true and that I am willing to answer further questions if necessary:

Signed: Date:

This form should be submitted to the Office the Director of Student & Academic Services, Waterside Campus

(For official use)

|  |  |  |
| --- | --- | --- |
| Date Received: | Logged: | File created |
| Appeal Acknowledged: |

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