

Student Attendance Appeal Form

Before completing this form, please tick to confirm you have read:

- ☐ The guidance section at the end of this document
- ☐ The [Attendance Monitoring Policy & Procedure](#)

Important information about submitting your appeal:

- It is recommended that you type your answers directly into this form where possible
- Your appeal must be submitted within **14 calendar days** of the email notification of your withdrawal
- You must sign and date the declaration at the end of this form

1. General information

FULL NAME

STUDENT ID NUMBER

PROGRAMME OF STUDY

UNIVERSITY EMAIL ADDRESS

PERSONAL EMAIL ADDRESS

DAYTIME PHONE NUMBER

WITHDRAWAL DATE

WITHDRAWAL REFERENCE NUMBER

If any of the above differ from the details you provided at registration, please include evidence of your identity along with your supporting documents.

2. Grounds for Appeal

You have the right to appeal against a withdrawal by default on the following grounds (tick the relevant box):

- ☐ There are extenuating circumstances relating to ill health or personal difficulties which you were unable to raise prior to or during the escalation procedure
- ☐ The information held by the Faculty relating to your attendance and/or engagement is incomplete or inaccurate, and you were not able to correct this information at an earlier stage

You must show a compelling reason why this information could not be made available before the decision to withdraw was reached and provide documentary evidence in support. Where you could have made the information available prior to the decision being made, such evidence cannot normally be accepted as grounds for appeal.

If you have previously rejected an offer of interruption of study during the attendance monitoring escalation process, this may affect the outcome of your appeal.

3. Appeal case

Please explain your appeal case below.

Please note that this information and any supporting evidence you submit will be made available to your Faculty as part of the initial consideration of your appeal.

4. Other information

If you have discussed your appeal with a member of staff, please provide their name(s), job role(s), the date(s) you spoke, and the advice they gave you.

5. Documentary Evidence

Your evidence must be:

- In English or accompanied by a certified translation
- In an accessible format (attached documents **not** links to online storage, not .zip files, not password protected)
- Appropriate – no graphic imagery, injuries, or deceased persons
- Relevant to your appeal case

Please give details of the documentary evidence you are supplying in support of your appeal below.

a.

b.

c.

d.

e.

If you cannot supply evidence with your appeal form, it must be provided **within 14 calendar days of your withdrawal date.**

Your appeal cannot be considered until evidence is provided.

6. Declaration

Please tick the boxes below to agree to the declarations.

- ☐ I declare that I am the withdrawn student and have completed this form on my own behalf*.

* Support, advice, and/or guidance from other persons (including scribes) does not affect this declaration

- ☐ I declare that the information given in this form and any accompanying documents are a true statement of facts, and I am willing to answer further questions relating to my appeal if required.

- ☐ I acknowledge that, in accordance with i) the University's Student Privacy Notice, ii) GDPR and iii) the Data Protection Act 2018, this form will be held on file by the Directorate of Student & Academic Services.

Signed

Date

Guidance on completing the form

Filling in the form

All sections of the Appeal Form must be completed in full. If you need advice, have difficulty completing the form, or do not understand the procedures, you may ask a member of staff from the [Student Centre](#), your [Faculty Office](#), or a [Students' Union Advisor](#) to help you.

The guidance below explains each section of the Attendance Appeal Form above.

Form fields

Full Name

Give your first name and surname as shown on your Student ID card.

Student ID Number

Your 9-digit ID number shown on your Student ID card, beginning with 00.

Programme of Study

The qualification you are studying at the University, e.g. BSc Computing or MA International Business.

Daytime Phone Number

Provide a phone number we can use to reach you during the day in case we need to contact you. If this is a non-UK number, please provide the calling code.

University Email Address

The email address provided by the University, e.g. ab1234c@gre.ac.uk. This is also your username and can be found on your Student ID card.

Personal Email Address

Your primary personal email address, which should match the one you provided at registration. If you cannot access the personal email address listed on your Student Records, provide your current personal email address and attach a valid form of ID (e.g. your passport 'face' page or driving licence) with your evidence to confirm your identity.

Withdrawal Date

The date you received confirmation of your withdrawal.

Withdrawal Reference Number

The unique reference number from your withdrawal, e.g. SLM-WAI- 00001009. This can be found on your withdrawal email notification.

Grounds for Appeal

A withdrawal **cannot** be appealed on any other grounds other than the two listed on this form. Select the appropriate grounds related to your appeal.

Appeal Case

Provide full details of the issues you wish to raise and all the information you wish to be considered in your appeal. Information you do not include in your appeal form may not be eligible to be considered at a later stage.

Your case must be based on the Grounds for Appeal you selected in the previous section.

Documentary Evidence

You must submit documentary evidence in support of your appeal (e.g. medical certificates, letters, emails) with your appeal form. These must be relevant and appropriate to your case.

Do not submit photos of injuries, deceased persons, or any other explicit imagery, as it cannot be used to consider your case. If you have experienced ill health, bereavement, or similar situations which resulted in your withdrawal, you must submit medical documentation such as certificates, hospital letters, medical certificates, etc.

Please ensure your evidence is provided in an accessible (not password protected) electronic format and attached to the email with your appeal form. Where possible, please avoid sending .zip files or video formats.

There may be exceptional circumstances in which evidence cannot be provided at the time of submitting your appeal form. If this applies to you, ensure you specify the date by which it can be provided and detail the evidence to be supplied. This evidence must be provided within **14 calendar days** of your withdrawal notification date.

Your appeal cannot be considered until the listed evidence is provided. If you have previously been in contact with the University's Counselling service about any issues raised in your appeal or matters that may apply to it, you may wish to consult them for supporting evidence.

Declaration

You **must sign and date** your appeal form.

If you have a declared disability and require information to be sent to you in an alternative format, please let the Appeals Team know.

Who can submit an appeal?

Provided the grounds for appeal are made in accordance with Section 7 of the [Student Attendance Policy & Procedure](#), the following students can submit a withdrawal appeal:

- Students registered on a taught or postgraduate research programme that is awarded and wholly delivered by the University of Greenwich
- Students registered on a Distance Learning programme delivered by the University of Greenwich
- Students registered on a taught dual degree programme that is awarded by the University of Greenwich while they are being taught at the University of Greenwich

When should I appeal?

Attendance Appeal Forms must be **completed in full** and submitted **with evidence** in support of the appeal within **14 calendar days** of the email notification of withdrawal.

What should I include in my appeal form?

You must include all relevant information and documentary evidence relating to your case.

Whilst we need all relevant information to consider your appeal, please do not assume that your case will be strengthened simply by the length of your submission or the quantity of evidence that you submit.

How do I submit my appeal?

Email your appeal form and documentary evidence to engagementappeals@greenwich.ac.uk.

Please ensure you keep a copy of the completed form for your records.

What happens next?

You will receive an acknowledgement email informing you that your form has been received and investigation into your appeal has begun.

Please note that your appeal may not be accepted if you have submitted the form outside of the stipulated deadline without good reason.

What outcomes can I expect?

If your appeal is submitted within the deadline (or outside with good reason), you will receive a response within 14 calendar days of receipt of the appeal. The outcome of your appeal will be one of the following:

- a. Your appeal is dismissed if it is believed you did not provide good enough explanation or substantial evidence to support a change of decision. The appeal procedure will end, and you will be given a decision in writing.
- b. Your appeal is upheld, and your reinstatement will be requested from Student & Academic Services with or without a recommendation that you be granted a retrospective period of authorised absence. You may be told you must meet certain conditions of reinstatement before you can return to your studies.
- c. Your withdrawal decision is rescinded, and a period of interruption is offered considering the issues you raised in your appeal submission. If you reject this offer, the original withdrawal decision will stand.
- d. Your appeal is referred to a meeting of the Academic Appeals Committee, in which case the procedures outlined in Sections 7 and 8 of the [Academic Appeals Procedure](#) will apply.

What happens when the University has completed its appeal procedures?

On completion of the appeal procedure, you will receive a Completion of Procedures statement signifying that the University considers the appeals process complete.

If you feel the outcome of your appeal is unreasonable in relation to the evidence submitted, you may request a review from the Office of the Independent Adjudicator for Higher Education (OIA) within 12 months of the issuance of the Completion of Procedures statement. Information regarding this review can be found on the [OIA website](#).

Advice and Support

Free, independent advice and advocacy is available from the [Greenwich Students' Union](#).