

7.2

APPLICATION FOR APPEAL

Review of Mitigating Circumstances Decisions

APPLICATION FOR APPEAL

Review of Mitigating Circumstances Decisions

This form is to be used by a student who wishes to request a review following a decision of a Mitigating Circumstances Committee.

This form should be completed and sent **only** to Registry Services by email to [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk). The form must be submitted no later 14 days from the date of the notification which is sent by the School.

Students should read the Appeals Procedure carefully, taking particular notice of the eligible grounds on which a review may be requested.

The grounds for appeal must be made clearly and concisely. Further details, if any, and any relevant documentary evidence, medical or otherwise, must be attached.

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Email Address** |  |
| **Programme of Study** |  |

|  |
| --- |
| Give the decision of the Mitigating Circumstances Committee of which you are requesting to be reviewed: |
| State the grounds on which you wish to appeal.  New and relevant evidence, which for good reason was not available at the time of submission of the Mitigating Circumstances application.  Irregularities in the conduct of the Mitigating Circumstances Procedure during the consideration of the application. |
| If applicable, give details of the new and relevant evidence that was not available at the time of submission of the Mitigating Circumstances application and the reason for this. |
| If applicable, give details of the irregularities in the conduct of the Mitigating Circumstances Procedure during the consideration of the application. |

|  |
| --- |
| Please state your preferred outcome. |
| I declare that I have read the Appeals Procedure and that the information given on this form, and on any accompanying papers, is a true statement of facts.  Whilst Registry Services will assure appropriate privacy and confidentiality, by submitting this form I consent to the disclosure of this form and enclosures where necessary to progress the appeal.  Signed  Date |
| **All communications relating to this appeal** during its process must be in writing and emailed to [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk).  YOU MUST NOT COMMUNICATE WITH ANYONE IN YOUR SCHOOL OR ELSEWHERE IN THE UNIVERSITY CONCERNING YOUR APPEAL.  FOR IMPARTIAL ADVICE AND SUPPORT, PLEASE CONTACT YOUR STUDENT UNION OFFICE [suadvice@cardiffmet.ac.uk](mailto:suadvice@cardiffmet.ac.uk). |