# Fitness to Study Appeal Form

This appeal form must be completed if appealing a decision under Stage 2 of a Fitness to Study Panel to suspend or withdraw a student under the [Support to Study Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.bristol.ac.uk%2Fmedia-library%2Fsites%2Fsecretary%2Fdocuments%2Fstudent-rules-and-regs%2FSupport-to-Study.docx&wdOrigin=BROWSELINK) (“the Policy”).

**HOW TO MAKE AN APPEAL UNDER THE POLICY**

You have 21 days (including weekends but not university closure days or bank holidays) to submit an appeal from when you receive your decision.  Completed appeal forms and all relevant evidence should be submitted to the Office of the University Secretary: [university-secretary@bristol.ac.uk](mailto:university-secretary@bristol.ac.uk)

**ADVICE & SUPPORT**

Before submitting your appeal contact the [Bristol SU Academic Advice Service](https://www.bristolsu.org.uk/support/academic-advice/academic-appeals) for free, confidential and independent advice. They will help you understand whether you can appeal and help prepare your appeal. Please read through their appeals guidance on their [webpage](https://www.bristolsu.org.uk/support-centre/academic-advice).

**Section 1: About You**

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| **Personal details** |
| |  |  | | --- | --- | | Title | Click or tap here to enter text. | | Preferred Forename | Click or tap here to enter text. | | Surname | Click or tap here to enter text. | | Student Number (7 digit number on UCard) | Click or tap here to enter text. | | Programme of Study | Click or tap here to enter text. | | Year of Study | Click or tap here to enter text. | | Email Address (University) | Click or tap here to enter text. | | Email Address (Alternative contact) | Click or tap here to enter text. |   *Emails will be sent to the addresses you provide on your appeal form.* |
| 1. **Date on which you were notified of the decision against which you are appealing.**   This is the date you received the decision letter:  Click or tap to enter a date. |
| 1. **Grounds for appeal** in accordance with Section 7.3 of the [Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.bristol.ac.uk%2Fmedia-library%2Fsites%2Fsecretary%2Fdocuments%2Fstudent-rules-and-regs%2FSupport-to-Study.docx&wdOrigin=BROWSELINK). If your appeal is based on more than one ground, please tick all that apply.  |  |  |  | | --- | --- | --- | | 1. **That the decision was not reasonable:** |  | | | * Set out below your reasons for believing the decision was not reasonable: | | | | Click or tap here to enter text. | | | | 1. **That the procedure in the Policy was not correctly followed when making the decision:** *If you are appealing on this ground, you must state in what way you believe the procedure in the Regulations was not followed.* | |  | | Click or tap here to enter text. | | | | 1. **That new evidence has come to light that was not available to the original decision maker which may have materially affected the decision:** | |  | | 1. What is the new evidence?   Click or tap here to enter text.   1. Why were you not able to provide this evidence previously? | | | | Click or tap here to enter text. | | | |

**Section 3: Additional Information:**

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| **Provide further information you believe relevant (maximum 200 words)**  Click or tap here to enter text. |

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| **Appeal outcome** |
| **What outcome are you seeking from this appeal**:  Click or tap here to enter text. |

**Section 4: Declaration and Signature**

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| **Declaration** |
| * I declare that the information given in this form is true to the best of my knowledge * I have read section 7 of the [Policy](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.bristol.ac.uk%2Fmedia-library%2Fsites%2Fsecretary%2Fdocuments%2Fstudent-rules-and-regs%2FSupport-to-Study.docx&wdOrigin=BROWSELINK) before completing the form * I have attached all relevant evidence that I wish to be considered to support my appeal * I understand that I must adhere to the outcome decision as published to me while I await the outcome of my appeal   If any information on this form is not completed correctly the form will be returned which will delay the processing of the appeal.  Signed: Click or tap here to enter text. Date: Click or tap to enter a date. |

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| **Additional Information** |
| * The University will have due regard towards maintaining confidentiality in relation to your appeal but, in order for it to be considered fully, the content may need to be disclosed to members of staff who are involved in putting the procedure into effect and deciding on your appeal. For further information, please see the [Education and Student Success Confidentiality Statement](https://www.bristol.ac.uk/students/support/wellbeing/policies/student-services-confidentiality-statement/). |

Bristol SU Academic Advice Service would like to receive your feedback to help them improve the advice they give.

Please tick as appropriate:

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| I have contacted Bristol SU Academic Advice for advice about this appeal |  |
| I give permission for the outcome of my appeal to be shared with Bristol SU Academic Advice |  |
| Have you received advice from another source you would like informed of the outcome of this appeal.  If yes, provide contact details:  Click or tap to enter a date. |  |

***ACCESSIBILITY: Should you require any accessibility support with accessing this form, please contact Secretarys-Office@bristol.ac.uk***