**MANCHESTER METROPOLITAN UNIVERSITY**

**Appeal Against Withdrawal**

**Procedure for Students at Risk of Academic Failure:**

<http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/withdrawal-suspension.pdf>

**If you need any advice on submitting an appeal, you should contact the Students’ Union Advice Centre on:**

 0161 247 6533 /  s.u.advice@mmu.ac.uk  /  [www.theunionmmu.org/your-advice-centre/](http://www.theunionmmu.org/your-advice-centre/)

You may also find the guidance on the Student Case Management team website useful: <https://www2.mmu.ac.uk/student-case-management/guidance-for-students/academic-appeals/>

Please email the form and any necessary documentary evidence to the Student Case Management team at complaintsappeals@mmu.ac.uk

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| **1. Personal Details** |

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| Mr / Ms | Name: | MMU ID: |
| Programme Title: |
| Address (Please do not give an address you might be moving from in the near future): |
| Contact Phone Number: |
| Preferred Email Address: *(Please note – all communication about your appeal will be sent by email)* |

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| **2. Disability, Specific Learning Difficulties or Long-term Health Conditions** |
| Are you Disabled or do you have a Specific Learning Difficulty (such as Dyslexia) or a long-term health condition that you believe is relevant to your appeal? *(Please select one of the options):*[ ]  No, I do not – *Proceed to section 3*[ ]  Yes - *Please give further details below:* |

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| **3. What Are Your Grounds for Appeal?**  |
|  **Please tick**  |
| 1.  | Your engagement with the course has been affected by exceptional factors that you have not disclosed at an earlier stage of the withdrawal process. |  |
| 2. | There has been a material irregularity in the conduct of the withdrawal process. |  |
| 3.  | You can demonstrate that you are not yet at the stage of being unable to complete the academic work required to secure a pass at the end of the current academic session. |  |

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| **4.1 What evidence have you included?*** Please list all the supporting evidence you have included with your appeal.
* You may find the exceptional factors guidance on types of evidence helpful: <https://www2.mmu.ac.uk/student-case-management/guidance-for-students/exceptional-factors/types-of-evidence-required/>
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| * 1. **Supporting Statement -** You will need to explain the reasons for your appeal and in what way you believe that:
* The difficulties you have described have affected your studies or;
* The correct processes have not been followed or;
* You are not yet at the stage of being unable to complete and pass the current academic session.
* Continue on a separate sheet if necessary.
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| **5. Certification of Form** |
| Date Form Completed: \_\_\_\_\_\_\_\_\_\_\_\_By submitting this form you agree to the following:**1 - Privacy Notice**The Manchester Metropolitan University (‘the University’) is the Data Controller in respect of the personal data you provide via this form. The University is registered as a Data Controller with the Information Commissioner’s Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy. The University will use the data in order to investigate your appeal. The content of your appeal will be shared with relevant University staff as appropriate to facilitate this investigation.Your appeal data will be retained by the University until the conclusion of your complaint plus six years. The data will be stored securely by the University, and will not be shared with any third parties; the exception being if you refer a complaint 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.  If you have any queries about this privacy notice or the processing of your personal data in managing the appeal process please contact the Central Student Case Management team: E-mail: complaintsappeals@mmu.ac.uk, Tel: 0161 270 1095.  For further information about the processing of your personal data by the University and your data subject rights please see the [Student Privacy Notice](https://www2.mmu.ac.uk/legal/#privacy). 1. **- False Claims**

Submission of false or fraudulent documentation is an academic offence, which will be dealt with under the University’s Student Code of Conduct. The University reserves the right to check on the validity of the document(s) submitted by contacting the third party directly. |