

**UNIVERSITY OF BOLTON**

**HEALTH, WELLBEING AND SUPPORTED STUDY APPEAL FORM**

This form is to be completed for appeals to be dealt with under the Health, Wellbeing and Supported Study Policy and Procedure.

You must submit notification of your intention to appeal within 10 working days of the notification of the decision you are appealing against.

Before completing this form, please refer to the University’s Health, Wellbeing and Supported Study Policy and Procedures:

<https://www.bolton.ac.uk/about/governance/policies/student-policies/>

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| DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT | |
| Name: | Student Number: |
| Programme: | Level of study (3, 4, 5, 6, 7 or 8): |
| School/Partner College: | Year of Study: |
| Date of Panel/Hearing: | |
| Date of Outcome Letter: | |
| Addresses for correspondence in connection with your appeal:  Postcode:  Telephone Number:  University email:  Private email: | |

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| Please indicate which Panel’s decision you are appealing against: | | | | | |
| HWSS Stage 2 |  | HWSS Stage 3 |  | HWSS Return to Study Decision |  |
| Please confirm what it is about the decision that you are appealing: | | | | | |
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| **An appeal can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.** | |
| 1. There was a procedural irregularity in the conduct or the investigation that may render the original decision unsafe |  |
| 1. New material evidence is available which the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome |  |
| 1. The outcome/decision/action taken was unreasonable |  |
| **In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the decision or penalty at the previous stage of the Procedure.** | |
| **Ground A**  Please explain why you believe that there was an ‘irregularity’ in the Procedure in how your case has been considered at a previous stage of the process and how you believe this has affected the outcome (include relevant documents with your submitted appeal, or indicate ‘to follow’ with timescale for their availability). | |
| Please provide an explanation below together with a list of relevant documents: | |
| **Ground B**  Please list the documentary evidence you intend to use, and clearly explain why this was not available at an earlier stage of the procedure and the relevance of the evidence to your appeal (include relevant documents with your submitted appeal, or indicate to follow with timescale for their availability). | |
| Please provide an explanation below together with a list of relevant documents: | |
| **Ground C**  Please explain why you believe the outcome/decision reached or action taken at an earlier stage was unreasonable and the evidence you wish to use to support this include relevant documents | |
| Please provide an explanation below together with a list of relevant documents: | |

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| Request for extension to acquire further information: Should you require further time to acquire additional documentary evidence you can make a request here. To do this you must state:   * the precise nature of the documentation to follow; * the grounds for appeal it relates to; * the reason that it is not currently available; * the date by which you will be able to submit the document. |
| Please provide details below: |

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| Declaration (you must complete this section) I declare that the information given in this form is accurate, the supporting evidence is genuine, and that I have read and understood the relevant Policy and Procedure. | |
| Name: | Date: |

The completed form should be sent either by post to Standards & Enhancement Office, University of Bolton, Deane Road, Bolton BL3 5AB or via e-mail to: [SEO@Bolton.ac.uk](mailto:SEO@Bolton.ac.uk)

An officer of the University will review your appeal to confirm you have submitted your appeal in time, and have established allowable grounds with appropriate and relevant evidence.