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| School Level Attendance Monitoring AppealTaught Students Only |

**This form is intended for use by students on taught programmes of study**

Before completing this form please read the [Attendance Monitoring Policy](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=105&_ga=2.238969280.1188955238.1506005933-1451992099.1487324468) and the [Student Disciplinary Procedure.](https://www.hud.ac.uk/media/universityofhuddersfield/content2013/services/registry/Section%208.pdf)

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

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| Section One: General Information | | | | |
|  |  | | | |
| Surname/Family Name |  | | | |
| First Name(s) |  | | | |
| Student ID Number |  | | | |
| School |  | | | |
| Course |  | | | |
| Personal Email Address |  | | | |
| Do you consider yourself to have a disability? (this may include a long term health condition/specific learning difficulty/mental health difficulty) | | Yes | No | Prefer not to say |
| Are you registered with Disability Services at the University of Huddersfield? | | Yes | No | Prefer not to say |
| If yes, are you happy for us to liaise with Disability Services? | | Yes | No |  |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | | Yes | No | Prefer not to say |

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| Section Two: Grounds for Appeal |

**Please note that if leave to appeal is granted then you will need to attend a University Level Hearing. If you did not attend the School Level Attendance Monitoring Panel you are unable to appeal.**

**There are two grounds of appeal.** You may appeal on either or both grounds.

Please tick one or both of the boxes below.

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| 2a) |  | There is evidence that the School Level Attendance Monitoring Panel was conducted unfairly and this substantially affected the outcome |
| 2b) |  | You have new evidence, which for a valid reason and supported by appropriate evidence you were unable to describe or evidence in full at the time when the School Level Attendance Monitoring Panel was held |

Please give full details of your case, in chronological order, in the box below. **If you are appealing on ground 2b please ensure that you include details of why you did not bring this information to the School’s attention at the** **School Level Attendance Monitoring Panel.**

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| Date(s) | Details |
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| Section Three: Evidence |

Circumstances cited in an appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered.

If you will be submitting your appeal more than 10 working days after the outcome of the School Level Attendance Monitoring Panel, please remember to provide evidence to demonstrate why you were unable to meet this deadline.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s).

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| Section Four: Summary |

**This section MUST be completed. If it is not, your appeal will not be processed.**

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**. Do not refer to the rest of your form.

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| Section Five: Declaration |

Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to [AttendanceMonitoring@hud.ac.uk](mailto:ExtenuatingCircumstances@hud.ac.uk).

If you have any problems submitting your form or evidence by email please contact [AttendanceMonitoring@hud.ac.uk](mailto:AttendanceMonitoring@hud.ac.uk).

You will receive an automated email to confirm that your appeal has been received by Registry.

Failure to complete this form correctly and submit evidence promptly may delay the consideration of your appeal or may result in your appeal not being upheld.

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| Please confirm whether you are happy for the above information to be shared with your school. | Yes | No |
| Signed: | Date: | |

Please note that we are able to accept electronic signatures, and that you are not required to print sign and scan your appeal form.