

DUSA ADVICE

TERMINATION OF STUDIES

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HOW TO APPEAL

*This is a guide created to help students
learn a little more about the City of Dundee*

WHY WILL MY STUDIES BE TERMINATED?

STUDIES WILL BE TERMINATED IF YOU FAIL TO ACHIEVE THE NECESSARY GRADES OR BEHAVE INAPPROPRIATELY

CAN I APPEAL?

The answer is yes! To appeal against the decision to terminate your studies, you should consider the following points below to make sure your appeal letter contains all the information needed by the decision making panel. Before writing your appeal, please make sure that you have read the University's Academic Appeals Regulations and Procedural Notes. [UoD Appeals](#)

There is usually a time limit on appeals against termination of studies – this is usually 10 days from the date written on the letter/email you received that told you your studies were being terminated.

This is 10 days including weekends! Some schools may give longer so please check the letter and keep this date in mind when writing and submitting the appeal. DUSA can help with writing the appeal so please contact them for help and advice at advice@dusa.co.uk.

The earlier you approach them for help, the more help they will be able to offer!

WHAT SHOULD AN APPEAL INCLUDE?

Who, What, Where, Why, When...

Be clear in your description of events and how they have led to you being in this position now. You may find it useful to construct a time line of events to make sure that your description flows and make sure it is clear to the reader how these events affected your performance / behaviour and therefore led to it being suggested that your studies should be terminated.

REMEMBER TO GIVE EXAMPLES

Don't just say "my father's illness affected me". Explain to the reader in what way this affected you and your performance/behaviour e.g:

- "I had trouble sleeping due to anxiety. This in turn affected my ability to study as I could not concentrate"
- "I had to travel home twice as often to provide support to my family. This meant that I had to cut down my hours at work and I began to suffer financially. I was not able to afford to eat proper meals and this began to have an effect on my own health"

WHAT SHOULD AN APPEAL INCLUDE?

You may have to refer to issues which are upsetting or make you angry. Try not to use emotional language within the appeal e.g.;

“I am absolutely furious that ...”
or “I think it is disgraceful that...”

Your appeal may benefit from any supporting statements which are relevant to your case including some of the following:

- a medical note from your GP (doctor) • your academic transcript
- supporting letter from family/flatmates/placement provider to confirm what you are saying
- Lines from your Course Handbook – this is especially important in procedural irregularity cases where the handbook says one thing, but the university has done something completely different
- Copies of communications between you and members of staff

You should always clearly state what you want from the appeal- for termination of studies cases this is usually for your studies not to be terminated. You should also include an outline of any action you have taken so far.

For termination of studies appeals it is really important to show what steps you have taken to make sure that you will not find yourself in this position again if you are to be given another chance. Any of the following are things you can do to show you are trying to improve yourself and your academic work:

- Talk to the academic skills centre
- Talk to DUSA to ask for help and advice
- Talk to your academic advisor to get help and advice
- Talk to student services to get help and advice
- Talk to the library to get help and advice
- Meet the marker/s of your assignment to see where you lost marks

You may wish to include a note of any University staff you have met with regarding this matter also. You should also include details of any help you have used e.g DUSA services

ORAL REPRESENTATION

You should let the person who has sent you the letter know if you wish to come to future hearings to provide information in person. If you require a representative for this meeting DUSA can provide you with someone.



WHO TO SEND YOUR APPEAL TO:

Every appeal should be sent to the dean of the school unless it says otherwise on the letter - some schools may ask you to send it to the school manager. If you do not know who these people are please call the school office and they will be able to tell you their name. Appeals should be sent in with all evidence and can either be handed in to the school office in an envelope addressed to the dean/school manager or emailed to the dean/school manager. Please make sure you sent in the appeal NO LATER than the time limit stated on the letter.





WHAT HAPPENS AFTER I SUBMIT MY APPEAL?

A school panel will meet and one of the following decisions can be made:

- To allow you to continue your studies, but make up any credits required – this may either be by repeating the year or get another attempt at assignments etc.

- To terminate your studies If your appeal is rejected at School level it will automatically be referred to Senate who will consider it and make one of the decisions listed above. The decision of the Senate is final.

If you have a complaint regarding the handling of your complaint you are entitled to contact:

[Scottish Public Services Ombudsman.](#)

OTHER USEFUL LINKS:

[UOD APPEALS](#)

[UOD APPEAL REGULATIONS](#)

