

## Termination of Studies

Dear [Student],

Termination of studies – appeal procedure

I am sorry to inform you that, following the publication of the recent module results, in accordance with Senate Regulations [non-medicine] Table 2 / [medicine] (Regulations for Medicine 23), your studies have been terminated. Senate Regulations can be found on the University website.

You have the right to appeal against the decision to terminate your studies on academic grounds by submitting a Stage 1 appeal in accordance with the University Policy on Student Academic Appeals.

You are advised to consult this policy before preparing and embarking upon the appeal process, and you may also wish to seek impartial and independent advice from the Student Advocate (Education) at the Students' Association. You can contact the Student Advocate (Education) at [helphub@st-andrews.ac.uk](mailto:helphub@st-andrews.ac.uk).

An academic appeal is a request for a formal review of an academic decision submitted on limited grounds. These grounds are clearly set out in the Appeals Policy. An appeal against a termination of studies decision may ONLY be submitted on the following grounds:

- extenuating personal circumstances materially affecting academic performance of which the University was not aware when the termination decision was taken, and which could not reasonably have been disclosed by the student (an explanation for earlier non-disclosure is **always** required); or
- improper conduct of an assessment or examination, or irregular application of academic regulations, the result of which has materially impacted on the termination of studies decision.

If you wish to make an academic appeal, you should complete the form attached. You must complete the form in full, include the grounds for your appeal and any documentary evidence to support it. The form should be emailed to [registry-ug@st-andrews.ac.uk](mailto:registry-ug@st-andrews.ac.uk) by 1pm on [date of 5 working days from this letter]. Please note that the Dean of Learning & Teaching / Medicine has discretion whether to accept late requests for a review of termination decision submitted after this deadline.

If you wish a registered disability or learning difficulty to be taken into account, you should inform us of this when you submit your academic appeal. If you will find it difficult to respond to this letter before the deadline stated above because of a registered disability or learning difficulty, you should inform us of this, if possible before the deadline elapses. Additional time may be granted in cases where this is necessary. If you require any of the documentation in an additional format, please also contact us.

All appeals submitted in the correct form and received by the appropriate deadline will be reviewed in accordance with the procedure set out in the Appeals Policy.

Please note that information will be sought from Heads of Schools, Directors of Teaching, your Adviser(s) of Studies / Head of School, Directors of Teaching, your Personal Tutor and Student Services in order to try to understand your failure to satisfy the Senate Regulations and to assess whether there are any grounds for believing that you will be more successful in the future.

You will be notified, in writing, of the outcome of your appeal normally within 5 working days of the date of the Cross-Faculty Board meeting [date inserted]. Notification of the outcome will be emailed to your St Andrews account.

If you do not make an academic appeal against the decision to terminate your studies, you will receive final confirmation that your studies have been terminated normally within 5 working days of the date of the Cross-Faculty Board meeting [date inserted].

If your academic appeal is unsuccessful, **and should permissible grounds exist**, you may have a further and final review of appeal to the Court & Senate Office. More details will be provided should your appeal be unsuccessful.

[Student visa] As you are studying at the University with a Student visa, you should be aware that if your studies are terminated should you not submit an appeal or should your appeal be unsuccessful, the University is required to report this outcome to UK Visas & Immigration. At this point you will be required to leave the country.

[Medicine] We recognise that no longer being able to progress to clinical training is disappointing. If you would find it helpful to have a careers guidance appointment to discuss alternative careers, please contact [careers@st-andrews.ac.uk](mailto:careers@st-andrews.ac.uk).

If you have any queries about this, feel free to contact your [Adviser of Studies or Personal tutor], or me directly at [Associate Dean (Students) / Pro Dean Medicine email address].

Yours sincerely,

[Associate Dean (Students) / Pro Dean Medicine]

cc: Adviser(s) of Studies or Personal tutor