

Supporting Evidence Guide

For attendance & engagement
withdrawal / suspension
appeals



Are you appealing on the grounds of extenuating circumstances?

If you are appealing on the basis of:

- Extenuating Circumstances (ECs) which can be independently evidenced, which for good reason you could not tell us about before the decision was made.

You must provide evidence of the challenging circumstances that you experienced, plus evidence to support why you were not able to provide this information to the Attendance and Engagement Review Panel.

Are you appealing on the grounds of procedural irregularity?

A procedural irregularity means that a process was conducted in an unfair or improper way. This might be that procedures were not followed, that a mistake was made or that the decision was unreasonable in light of the evidence provided.

You will need to provide evidence to support what you believe went wrong and you will also need to explain how this may have impacted the Attendance and Engagement Review Panel's decision.

Appeal Evidence Guide

All evidence should confirm the impact of your diagnosis / condition / issues on your ability to attend and engage in your studies and reflect the time period when your attendance was impacted. You will also need to evidence why you were not able to provide this information to the Attendance and Engagement Review Panel.

| Category | Types of Evidence |
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| Bereavement and / or Anticipatory Grief | <ul style="list-style-type: none">• Death certificate• Funeral details – e.g. from funeral home, crematorium• Death announcement – e.g. via letter, via text, on social media• Medical documents – e.g. record/letter detailing diagnosis• Communication regarding diagnosis/illness – e.g. stream of messages over a period of time |

| Category | Types of Evidence |
|---------------------------------|---|
| Unexpected health issues | <ul style="list-style-type: none"> • Doctor's fit note / letter • Support letters from other healthcare professionals • Medical / hospital records • Imaging / test results • Medication information detailing side-effects • Medical treatment schedules (e.g. of chemotherapy) • Communication regarding reasonable adjustments not being able to be put in place. |
| Caring responsibilities | <ul style="list-style-type: none"> • Medical information relating to friend / family member, such as: <ul style="list-style-type: none"> • Doctor's note/letter • Support letters from other healthcare professionals • Medical / hospital records |

| Category | Types of Evidence |
|---|---|
| Caring responsibilities (continued) | <ul style="list-style-type: none"> • Information relating to additional non-medical caring responsibilities, such as: <ul style="list-style-type: none"> • Correspondence with Social Services and/or other health and social care organisations • Court documentation regarding legal guardianship etc • Communication regarding arrangements for additional caring responsibilities – e.g. stream of messages over a period of time • Communication regarding sudden breakdown of planned childcare arrangements – e.g. timestamped emails / messages |
| Major personal incident / difficulties | <ul style="list-style-type: none"> • Correspondence from bank and / or financial organisation • Communication with Finance, Student Life or other University team regarding financial and / or accommodation situation • Correspondence from accommodation provider / landlord • Official documentation pertaining to separation / divorce / custody arrangements. |

| Category | Types of Evidence |
|---|--|
| Major personal incident / difficulties (continued) | <ul style="list-style-type: none"> • Correspondence with Social Services and / or other health and social care organisations • Correspondence with organisations and / or charities which support serious and complex personal circumstances • Incident report from police or other crime / security agency and / or crime number • Medical / hospital records • Doctor's fit note / letter • Support letters from other healthcare professionals • Correspondence with, or statement from, member of academic staff (e.g. module tutor, programme leader, supervisor) acknowledging unforeseen / unavoidable challenges experienced by the student |
| Public/Civic Duties | <ul style="list-style-type: none"> • Jury summons form or jury service confirmation letter. • Court summons • Correspondence confirming required role in a court case or tribunal |

| Category | Types of Evidence |
|---------------------------------|--|
| Professional commitments | <ul style="list-style-type: none">• Correspondence detailing unavoidable change in working hours/ shift pattern• Communication from employer and/or government agency detailing requirements of relevant critical service workers (e.g. due to national emergency)• Correspondence and / or contract regarding participation in international sporting and / or cultural event, including dates / schedule of activities and student's role and professional commitments as part of the event(s) |