The completion and submission of this form indicates that you are submitting a Stage 1 appeal against the decision to terminate your studies under the University’s *Policy on Student Academic Appeals*. Impartial and independent advice on formulating a submission can be obtained from the [Student Advocate (Education) at the Students’ Association](https://www.yourunion.net/helphub/education/services/educationadvocate/). You can contact the Student Advocate (Education) at helphub@st-andrews.ac.uk. You may also request guidance and support from [Student Services](http://www.st-andrews.ac.uk/studentservices/).

Before completing this form you must consult the University's [Policy on Student Academic Appeals](http://www.st-andrews.ac.uk/students/rules/appeals/policy/), which fully explains the procedures and deadlines that will be applied in the consideration of your appeal. Please note that complaints fall outwith the scope of the Academic Appeals Policy and are dealt with under [separate University procedure](http://www.st-andrews.ac.uk/administration/complaints)s.

Once fully complete, you must submit this form to Registry (for contact details, see Section 3) by the deadline indicated on the letter notifying you of the termination of your studies.

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| **Section 1 - Your personal details** |
|  |
| **Full name** | John Doe | **Student ID** | 987654321 |
|  |
| **Programme** | MLitt Marketing |
|  |
| **Faculty** | Science and Medicine | **Year of Study** | Masters, 1 year |
|  |
| **Contact address****(provide an address where your review outcome letter should be sent)** | St Mary’s PlaceSt AndrewsKY16 9UZ |
|  |
| **Email address** | Student2@st-andrews.ac.uk |
|  |
| **Telephone No.** | +44 987 654 32 10 |
|  |
| **Section 2 - Details of your submission** |
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| **Indicate below the grounds under which you are submitting an appeal (cross all the boxes that may apply). *Please note that you are not permitted to make a submission under any other grounds* *than those below.*** |
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| 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)[[1]](#footnote-1). | X |
|
| Improper conduct of an assessment or examination, or irregular application of academic regulations, the result of which has materially impacted on the termination decision. |  |
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| **Please give a concise summary of your appeal, referring directly to the grounds on which it is based as given on p.1 above. *Be specific about the modules or assessments affected and the precise dates of any circumstances to which you refer.*** |
| Throughout my academic career I have experienced a number of difficulties, particularly around attention span and focus. I had thought that this was simply a personality trait, and something that could not be explained or cured, and so I decided to ‘knuckle down’ and find ways to help me focus as best I could. Up till the last year, this had worked fairly well. I had spoken to GPs about looking into an ADHD diagnosis several years ago but I was told it would take some time to get it, and I was told frankly that my symptoms were not severe enough to warrant support, so I left things be. However, I noticed a worsening in symptoms this academic year, and again sought out medical help from my GP in St Andrews. I have been diagnosed with ADHD as of March 2023, and am as such in the early days of support and finding the correct treatment to help my symptoms and pursue academic excellence. Please refer to the letter from my doctor as evidence of this [1]. As I only just received this diagnosis and am beginning to understand my condition and how to support myself, I could not have conclusively informed the University before this time. I also experienced stigma from previous discussions with other GPs who told me I did not have ADHD but that this was a personality/character flaw, rather than something warranting medical support.I am also acting as a carer for my grandmother, as she has a number of physical health problems. I provide care and support to her in the evenings after her other carers have left, including companionship, assisting with eating/drinking, and taking medication, among other things. I do this every evening, for around 3 hours, depending on and how my grandmother’s health is on that particular day. This means I have less and less time for University work, and struggled this year in balancing these responsibilities alongside the increasing workload one expects in a masters course. I have supplied a letter from my mother explaining this, and detailing the timeline specific to the termination of studies and academic difficulties [2].  |
| **Please describe what action you have taken to date to address your academic progression difficulties, providing (if applicable) an explanation for why you have failed to meet your probation conditions.** |
| I have spoken and a number of appointments with Student Services [3] both to support my mental health in my caring responsibilities, and to now look at any adjustments for my ADHD diagnosis. I have also kept my Adviser of Studies informed at every step as things began to change with my symptoms and diagnosis [4]. |
| **Please detail below your reasons for thinking that if you were permitted to return to the University you could successfully complete your academic studies.** |
| Now that I have my diagnosis, I now feel able to pursue academic adjustments, and understand myself better. I will continue to discuss matters with my Adviser of Studies as things progress.I am currently taking a new medication [5] to help alleviate some of my symptoms, and am committed to finding the right prescription for me (which may take time).I am looking to engage with CEED for academic skills, particularly around time management and planning for assessments. I am considering making use of the student coaching opportunities there, provided they are right for me.I am absolutely committed to my degree, and with the right support, I know I will be able to get my grades to where they need to be. My diagnosis has been a huge relief to me, and I am now able to take the necessary steps to help me succeed. |
| **List below any documents that you are attaching in support of your submission and explain their significance.** |
| 1. Letter from my doctor outlining my diagnosis [March 2023]
2. Supporting letter from my mother [March 2023]
3. Email chain with Student Services [January-March 2023]
4. Email chain with my Adviser of Studies [January-March 2023]
5. New prescription for my ADHD [March 2023]
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| **If you have no supporting documentation to provide and wish that your appeal be reviewed solely on the information contained in this form, please cross the following box.** *Note, unsubstantiated claims may be judged weaker than those supported by evidence.* |  |  |  |
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|  |
| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  |  |
|  | **X** |  | **Date of form submission** | **31/03/2023** |
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| **Section 3 - Where to send this form** |
| Once fully complete please send this form, with any relevant documents you wish considered, to the email address below. The form should be submitted within 5 working days of the date of the written notification that your studies have been terminated.Please send this form (with all relevant attachments) to registry-ug@st-andrews.ac.uk. |

1. Students are instructed to bring evidence of extenuating circumstances to the attention of the examiners or other relevant person prior to the assessment of their overall performance in relation to the relevant module or programme. Thus in order to establish this ground for appeal, a student must be able to show valid reasons for non-compliance with this instruction and specifically explain why the extenuating personal circumstances now relied upon to support an appeal were not previously disclosed. Students must also provide full details (plus documentation where possible) of the extenuating personal circumstances when first submitting their appeal. [↑](#footnote-ref-1)