

Termination of Studies

Dear [Student],

Termination of Studies – Appeal Procedure

I am sorry to inform you that you have not met one or more of the conditions indicated in my letter regarding the probation of your studies. As a result, your studies have been terminated.

You have the right to appeal the decision.

If you wish to appeal, please complete the form attached to the emailed version of this letter and email it to registry-ug@st-andrews.ac.uk by 1pm on *[date of 5 working days from this letter]*.

Your appeal may be submitted only on one or both of the following grounds:

- extenuating personal circumstances materially affecting academic performance (with an explanation of why they were not disclosed earlier, if this was the case); or
- improper conduct of an assessment or examination, or irregular application of academic regulations, the result of which has materially impacted on the termination decision.

If you wish a registered disability or learning difficulty to be taken into account, you should inform us of this when you submit your 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.

Please note that information will be sought from Heads of Schools, Directors of Teaching, your Adviser(s) 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.

The outcome of your appeal will be emailed to your St Andrews account within 10 working days (*date inserted*) of the appeal deadline.

If you do not appeal the decision to terminate your studies, you will receive final confirmation that your studies have been terminated within 10 working days (*date inserted*) of the appeal deadline.

If your appeal is unsuccessful, you may have the right to submit a final Stage 2 appeal to Senate. More details will be provided should your appeal be unsuccessful.

If you are an international Tier 4 student, 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.

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

Yours sincerely,

[Pro Dean (Advising/Medicine)]

cc:

Adviser(s) of Studies/Personal tutor
Student Services