



University
of Dundee

TERMINATION OF STUDIES (APPEALS) REGULATIONS - GUIDANCE NOTE

Undergraduate Student Guide

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Definitions

We use capitalised terms in this document, and this is what they mean.

Dean	The Dean of your School
School	The current School in which you are enrolled for your relevant course
School Committee	The relevant committee of a School which considers termination of studies of students
Senate	The Committee which regulates the academic work of the University (also known as the Senatus Academicus)
Senate Committee	means the Senate Termination of Studies (Appeals) Committee
ToS	means Termination of Studies
ToS Regulation	The University's Termination of Studies (Appeals) Regulations found at: Appeals : Academic and Corporate Governance : University of Dundee

1. Introduction

1.1 Purpose of this guidance

- 1.1.1 The purpose of this guidance is to promote consistency and transparency in the application of the ToS Regulation.
- 1.1.3 This guidance is not intended to be exhaustive and requires to be read in conjunction with the ToS Regulation. It is not to be seen as a replacement of the ToS Regulation. It may be updated from time to time and any changes will be communicated.
- 1.1.4 All questions below relate solely to the ToS Regulation.
- 1.1.5 The ToS Regulation is for undergraduate students only.

2. What is an appeal against ToS?

- 2.1 An appeal against ToS is when you have the option to explain to your School Committee why you should be allowed to continue with your course [following the failure to pass the resit diet] where your studies are liable for termination.
- 2.2 If you are liable for termination, you will be sent a letter from the Dean explaining the options available to you and the next steps you should take. This is an extremely important letter and you should ensure you read this carefully. (ToS Regulation 5)

3. What decisions may be made by the School Committee?

- 3.1 The School Committee will normally make one of the following decisions (as indicated in the Schedule to the ToS Regulation):
 - (a) to permit you to continue in attendance but to require that you repeat your current year of study;
 - (b) to grant you extended class certificates (also known as extended due performance or EDP) in the courses in which you have failed to allow you to sit the degree examinations again next December or April/May and, if necessary, in July, without your being required to attend classes; should you be successful in the examinations you will be permitted to resume full-time study in the year following; if not, your studies will again be liable to termination;
 - (c) to terminate your studies now.

4. Appealing to your School Committee

THIS IS YOUR ONLY OPPORTUNITY TO SUBMIT REPRESENTATIONS (INCLUDING YOUR LETTER OF APPEAL) IN SUPPORT OF YOUR CASE TO REMAIN ON YOUR COURSE. NO EVIDENCE WILL BE ADMISSIBLE OR CONSIDERED AT A LATER DATE.

4.1 What should I do now that I have received my letter from the Dean?

- 4.1.1 This is your only opportunity to submit representations in support of your case as to why ToS should not apply to you and you should be allowed to remain on your course.
- 4.1.2 If you decide not to submit representations, the School Committee will consider your case with the evidence it has on your student file.
- 4.1.3 You can decide to voluntarily withdraw from your course at this point, if you do not wish to have your studies terminated through the ToS process. Please write to the Dean within 10 days of receiving their letter (paragraph 2.2 above) if you do so.

4.2 How long do I have to make an appeal?

- 4.2.1 You have 10 days from the date of the letter sent by the Dean to submit representations.

4.3 How do I make an appeal?

- 4.3.1 You should submit representations to your School Manager in the form of a letter.
- 4.3.2 Your letter should include which option ((a) or (b) from 3.1 above) you would prefer other than termination of your studies.
- 4.3.3 Your letter should also give reasons for your poor performance and you should put forward a case as to why your studies should not be terminated. You should also provide supporting evidence (see 4.4 below).
- 4.3.4 This letter should be marked confidential and addressed to the School Manager as indicated in your letter from the Dean.
- 4.3.5 Alternatively you may have the option to email the letter to the School Manager or another member of staff. Your letter from the Dean will advise of this option.

4.4 What else should accompany my letter of appeal?

- 4.4.1 You must include all supporting evidence to the reasons given for your poor performance.
- 4.4.2 This evidence may include (but is not limited to):
 - (a) A medical certificate to evidence medical grounds;
 - (b) A letter from your doctor/member of academic staff or another person to corroborate the statements you have made in your letter of appeal;
 - (c) Any other appropriate supporting evidence.

- 4.4.3. If you have not been able to include supporting evidence with your letter of appeal, you should indicate that the supporting evidence is expected from the person directly.
- 4.4.4 You should ask the person submitting this evidence to send it to the School Manager as soon as possible.

4.5 What outcome can I expect from the School Committee?

- 4.5.1 If the School Committee decides that you may continue with your studies, you will be informed of this in writing. This letter will include details of any conditions which may apply in order for your studies to continue.
- 4.5.2 If the School Committee decides that your studies should be terminated, you will be informed of this in writing. This will be the end of your studies on your course.
- 4.5.3 If the School Committee decides that you are still liable for termination in their opinion but (exercising their judgement) your case is sufficiently complex, then your case will be transferred to the Senate Committee.

5. Senate Committee

5.1 What should I do now?

- 5.1.1 Once the School Committee has transferred your case to the Senate Committee you do not require to do anything further.
- 5.1.2 The School Committee will pass all your paperwork (including your letter of appeal and academic record) to the Senate Committee.

5.2 Can I attend the Senate Committee?

- 5.2.1 You can request a personal appearance at the Senate Committee, but it is the sole decision of the Senate Committee if they wish to hear your case in person. (ToS Regulation 7)

5.3 What outcome can I expect from the Senate Committee?

- 5.3.1 The Senate Committee will decide, based on the evidence available to them:
 - (a) that your studies can continue (subject to any conditions decided by your School); or
 - (b) that your studies should be terminated.
- 5.3.2 The outcome of the Senate Committee will be sent to you following the meeting in the form of a letter by either post or electronic means.

THE DECISION OF THE SENATE COMMITTEE WILL BE FINAL AND NO FURTHER OPPORTUNITY FOR AN APPEAL WILL BE GIVEN.

6. Support available during the ToS process

6.1.1 The University understands that this may be an anxious and worrying time for you as a student. Support networks are available from the following people who can help you through the ToS process:

- Mentor;
- [Student Services](#);
- [The University Chaplain](#);
- The Students' Assessors (currently [Dr Anna Notaro](#) or [Yvonne Evans](#)); and
- [DUSA](#)

6.1.2 If your studies are terminated you still have the opportunity to make use of the [University Careers Service](#) to help you in seeking employment or vocational training.

7. Reporting

7.1.1 A record of all appeals presented to the Senate Committee will be kept in the form of minutes. (ToS Regulation 10)

7.1.2 The decisions of the Senate Committee will be reported to the Senate and appropriate School.

7.1.3 A [privacy notice](#) is available with regards to appeals.