

ADMINISTRATIVE APPEAL (ATTENDANCE)

Application for an administrative appeal against a decision relating to attendance monitoring

This form is to be used by a student who is affected by a decision resulting from excessive periods of unauthorised absences from his or her programme of study.

Before completing this form, students should read the University's Attendance Policy and Appendix AP3 Administrative Appeal (Attendance Withdrawal) Procedure, taking particular notice of the grounds on which an appeal may be made. This form, the Attendance Policy and other associated appendices are available electronically at <http://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/>.

Students are reminded that the Students' Union can be approached at any time for advice and support on any issue.

This form should be typed, or completed in black ink, and sent to the University (Ref: Administrative Appeal), to arrive **within 5 clear working days** after the official notification of the decision.

The University will normally acknowledge receipt of your appeal and provide you with any updates and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.

Student Name:	Joel Itela Luendou
Student Number:	2223303
Contact Address:	10 Alverstone road, Stock Coventry CV2 4QA
Contact Telephone Number:	07514563855
E-mail address:	Djobotex@yahoo.fr
Programme of Study:	CertHE Computing
Level of study:	Level 4
Award Title (e.g. BA, Diploma):	
Faculty/School/Centre:	UWTSD
Campus:	UWTSD

Indicate the grounds on which you are appealing (tick the relevant box(es) and complete the relevant section of the form):

☐

There has been an arithmetical or other factual error in the data used by the University to calculate the levels of attendance that determine its decision. (Please complete Section 1 below).

☐

Evidence, which was not available and could not reasonably have been provided at the time, has become available. This evidence would have led to the approval of absences previously noted as unauthorised; (Please complete Section 2 below).

☐

There were defects or irregularities in the conduct of the assessment of attendance or in written advice from the University which had an adverse effect on the calculation of your attendance data. (Please complete Section 3 below).

Please note that appeals are not permitted on any other grounds.

Section 1

Please state why you believe the data used by the University may contain arithmetical or other factual errors.

(this box will expand as you type or you may attach additional sheets)

Section 2

Please provide full details of (i) the evidence that has now become available (clearly noting the relevant dates of absence) and (ii) the reasons that it could not have been provided earlier.

(this box will expand as you type or you may attach additional sheets)

Section 3

Please outline the nature of the defects or irregularities in the conduct of the assessment of attendance or in written advice from the University which, in your opinion, had an adverse effect on the calculation of your attendance data.

(this box will expand as you type or you may attach additional sheets)

Supporting evidence: List and describe the documentation which you have attached in support of your statement (Please note that the University will NOT seek evidence on your behalf – it is your responsibility to do this).

(Please do not state that “xxx is available if needed” - If you list documentary evidence to support this appeal you are required to submit it or provide a date by which you will submit it).

From 16 January to 29 January 2023 I was sick I got my evidence

(this box will expand as you type or you may attach additional sheets)

NOTE - ANY APPEAL THAT IS INCOMPLETE, LACKS EVIDENCE OR DOES NOT MEET THE CRITERIA WILL BE DISALLOWED.

The information which I have provided is correct and complete to the best of my knowledge. I give my consent for this information to be disclosed to the relevant officers of the University who are responsible for considering administrative appeals. **Submitting false documentation or fraudulent information is a serious matter and could be dealt with under the Disciplinary Procedures or the Unfair Practice Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this appeal.**

Signature of Student: Joel Luendou

Date:
01.02.
2023

Please tick this box if you wish the Students' Union to be informed that you have submitted an appeal.

Note: details of the contents of the appeal will not be shared with the Students' Union, but the Students' Union will contact you to offer advice and support.

All communications relating to this appeal during its process must be in writing and either emailed or posted to the addresses detailed below. It is recommended that you use email but if you do use the postal system, please ensure you use first class mail.

Postal address

The Authorising Officer
Ref: Administrative Appeal (Attendance)
University of Wales Trinity Saint David
Birmingham Learning Centre
636 Stratford Road
Sparkhill
Birmingham B11 4AR

Email address

Email:
birminghamstudentservices@uwtsd.ac.uk
Subject: Administrative Appeal (Attendance)

Please send your appeal to the correct address or it may delay the process of considering your appeal.



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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