

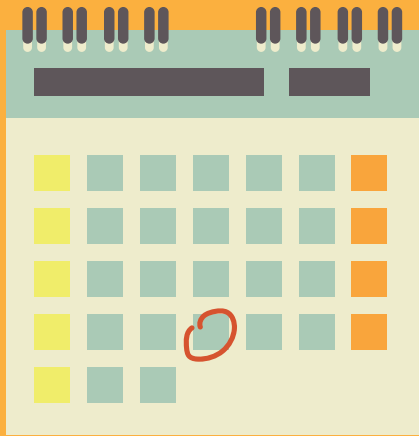


**ABERTAY SA**

# APPEALS

A STEP-BY-STEP GUIDE

# Appeals - Step by Step



## 1 Knowing when you can appeal

You can only appeal a decision made by the Student Progress Panel, this is not the same as a grade awarded by your lecturer. You will be notified by email when the Student Progress Panel has met and then have 28 days to submit an appeal.

## 2 Having your first meeting

Get in touch with us by  
email: [SAadvice@abertay.ac.uk](mailto:SAadvice@abertay.ac.uk)  
phone: 01382 308513  
mobile: 07989 215 788  
or just come in to the office, opposite  
the main lecture theatre.



## 3 Taking the appeal forward

We will explain and guide you through the process of the appeal, provide the forms and help you fill them out. We will also attend any meetings and provide support throughout the process.



## 4 Submitting & awaiting reply

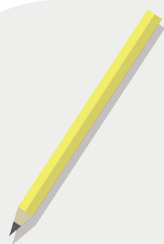
We will help you with submission and will explain the possible outcomes and how you can take it further if it is unsuccessful.



# How I can help?



I can attend meetings with you as moral support or as a representative



I can provide you with support and advice when writing your statement



I can provide support in the identifying and gathering of evidence for your case



I can explain the process to you and outline what to expect and possible outcomes



I can provide you with access to all the relevant forms and support the completion and submission

Get in touch if you want to arrange a meeting, or even just to ask questions!

**Mobile**  
07989 215 788

**Telephone**  
01382 308 513

**Email**  
SAadvice@abertay.ac.uk

Or just drop in to the Office - **Level 2 Opposite the Main Lecture Theatre**