Transitions Review and Appeal Form – Stage 1

Before completing this form please ensure that you have read the *Transitions Appeals Procedure* carefully. Once completed, the form and supporting evidence should be returned to [transitions@lancaster.ac.uk](mailto:transitions@lancater.ac.uk), clearly marked 'Transitions Appeals’ in the subject line.

|  |  |
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| **Contact details** | |
| **First name:** |  |
| **Surname:** |  |
| **Student ID or Date of Birth:** |  |
| **Name of Transitions activity:** |  |
| **E-mail address:** |  |

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| **Please tick at least one box below to indicate on which grounds you are appealing a decision:** |
| Transitions policies and procedures have not been followed correctly.  There is new information or evidence of a change in circumstances that has not been taken into consideration as part of the original decision-making process.  There is evidence that a decision has been made unfairly. |
| **Please list the supporting documentation/evidence submitted with this form:** |
|  |
| **Detail of the appeal** |
| **You may want to consider/include the following details:**   * *The grounds of your Stage 1 appeal and the impact of this situation* * *The date of when the situation occurred* * *The specific activity or project (where applicable)* * *Who was involved (if known)* * *Explanation of supporting evidence* * *Details of any expected resolution i.e. the desired outcome* * *Any other relevant information* |
| **Please confirm the status of your Stage 1 appeal by ticking the relevant box in the table below.**   |  |  |  | | --- | --- | --- | |  | **YES** | **NO** | | I am submitting my own Stage 1 appeal. |  | *Please select one of the options below.* | | I am the parent/guardian of the student (we will verify with the student that we have their consent to submit the appeal on the students’ behalf) |  |  | | I represent an internal department or external organisation (we will verify with the student that we have their consent to submit the appeal on the students’ behalf) |  |  | |
| **Please note: The University reserves the right to confirm that you have permission to submit a Stage 1 appeal on behalf of a student, internal department or external organisation.** |
| Name of student: *If applicable*  Relationship to you: *If applicable* |

**General Data Protection Regulation (GDPR)**

The University will process your personal data in accordance with General Data Protection Regulations (GPPR). The Transitions team will take all appeals seriously and will handle personal information in confidence. Data collected via this form will be used for the sole purpose of processing, investigating and resolving the appeal. This information will be held in the students’ departmental record on Lancaster University servers per Lancaster University’s Data Retention Schedule.

|  |  |
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| **Signature** | **Date** |
|  |  |

**Stage 1 decision/outcome**

|  |  |
| --- | --- |
| **FOR INTERNAL USE ONLY** | |
| **First name:** |  |
| **Surname:** |  |
| **Job title:** |  |
| **Stage 1 outcome:** | Please provide an overview of any decision/action to be taken following the Stage 1 appeal. |
| **Signature:** |  |
| **Date:** |  |