

**University of St Andrews - School of Medicine Handbook**  
**APPEALS – SPECIAL CIRCUMSTANCES COMMITTEE FOR ALLOCATION**

**Process For Appeal**

1. Students who wish to appeal against a decision taken by the Special Circumstances Committee for Allocation (Phase 2 Years 4-6) can do so by making an appeal to the Head of School. You should note that the appeal you make against the decision of the Committee is not an 'academic appeal' and the appeal process is different; see below.
2. The appeal must be made to the Head of School within 5 working days of receiving the notification from the Special Circumstances Committee of the outcome of their request for consideration of mitigating circumstances in relation to allocation to a specific Partner Medical School for Phase 2 (Years 4-6) of the training.
3. The form attached to this policy should be used.

**Grounds For Appeal**

4. It is important to note that there are specific grounds under which an appeal may be submitted. A request for an appeal against a decision made by the Special Circumstances Committee for Allocation will ONLY be considered where the following is alleged to apply:

*In reaching a judgement on placement for Phase 2 (years 4-6) of the training, the Special Circumstances Committee for Allocation has made a substantial error in fact.*

5. The following are NOT considered valid grounds for requesting an appeal of a decision pertaining to the allocation to Phase 2 (years 4-6) of the training:
  - a. Disagreement with the judgment of the Special Circumstances Committee members.
  - b. Lack of awareness of the relevant School procedures or regulations.

**Source Of Advice With Regard To Appeals**

6. Students seeking impartial and independent advice on an appeal submission should contact the Student Education Advocate at the Students' Association:  
<http://www.yourunion.net/support/education/educationadvocate/>

**New Circumstances**

7. If significant extenuating personal circumstances have come to light that materially pertain to the allocation to Phase 2 (years 4-6) of the training, which the Special Circumstances Committee was not aware of when the decision was taken and which could not reasonably have been disclosed by the student, the student can make a further submission to the Special Circumstances Committee for Allocation asking for the circumstances to be considered. An explanation for earlier non-disclosure is always required.

**APPEAL FORM FOR AN APPEAL AGAINST A DECISION TAKEN BY THE SPECIAL CIRCUMSTANCES COMMITTEE FOR ALLOCATION TO PHASE 2 (YEARS 4-6)**

**Information**

The completion and submission of this forms initiates a formal appeal to the Head of School. Before submitting a formal written appeal, you should seek to resolve the matter informally by seeking clarity from the Special Circumstances Committee for Allocation (Phase 2 – Years 4-6) or by discussing your concerns with a Pro Dean for Medicine. If the matter remains unresolved please complete the form below to enable to the Head of School to consider your appeal.

Any relevant documentary evidence that supports your appeal or gives the history of earlier interactions with the Medical School must be submitted with this form. The evidence that you provide and the submission you make should be as complete as possible. It should also be directly relevant to the issues under consideration.

**Further Sources of Advice**

Students seeking impartial and independent advice on an appeal submission should contact the Student Education Advocate at the Students' Association:

<http://www.yourunion.net/support/education/educationadvocate/>

**Process**

Paste the content of these pages into a Word document, write an answer to the numbered paragraphs and, when complete, send the form and all documentary evidence for submission by email to [medical.dean@st-andrews.ac.uk](mailto:medical.dean@st-andrews.ac.uk)

**Section 1: Your Personal Details**

1. Surname / Family Name / Last Name:
2. First Name:
3. Email Address for Correspondence
4. Student Matriculation Number
5. Programme and Year of Study:

**Section: 2 Relevant Dates**

Indicate the date you received the decision from the Special Circumstances Committee for Allocation (Phase 2 – Years 4-6) with regard to your request for Medical School Allocation for Phase 2:

6. Date you received the decision made by the Special Circumstances Committee for Allocation:
7. Date of this submission for appeal (ie today's date):

### Section 3: Details of your submission

The grounds for appeal against a decision taken by the Special Circumstances Committee for Allocation (Phase 2 – Years 4-6) will only be considered where the following grounds are alleged to apply:

*In reaching a judgement on placement for Phase 2 (years 4-6) of the training, the Special Circumstances Committee for Allocation has made a substantial error in fact.*

8. Please give a summary of your concerns, referring directly to the grounds on which your appeal is based:
9. Please describe (1) what action you have taken to pursue your concerns up to now and (2) whom you have dealt with in the University in this regard. Please include a timeline of events:
10. Please give a brief explanation of (1) the outcomes of your earlier pursuit of resolution of your concerns, and (2) what issues you consider to be unresolved:
11. Please detail below the desired outcome or remedy you are seeking from submitting your appeal:

### Section 4: Supporting Documentation

12. List any documents that you are attaching in support of your appeal, and explain their significance: