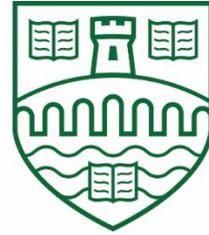


**UNIVERSITY of  
STIRLING**



# **POLICY AND PROCEDURE ON ACADEMIC APPEALS**

## **VERSION CONTROL STATEMENT**

|                       |                            |
|-----------------------|----------------------------|
| <b>Version No:</b>    | <b>2.0</b>                 |
| <b>Author:</b>        | <b>Academic Registrar</b>  |
| <b>Approved by:</b>   | <b>Education Committee</b> |
| <b>Approval date:</b> | <b>5 February 2025</b>     |

## Contents

|                                       |    |
|---------------------------------------|----|
| Academic Appeals Policy.....          | 3  |
| Scope.....                            | 3  |
| Definitions.....                      | 3  |
| Points of Policy.....                 | 4  |
| Right of Appeal.....                  | 5  |
| Grounds for Appeal.....               | 6  |
| Academic Appeals Procedure.....       | 7  |
| Final Consideration of an Appeal..... | 9  |
| Timing.....                           | 12 |
| Appendix 1 Academic Appeals Form..... | 13 |

# Academic Appeals Policy

## Scope

1. This policy and the associated procedure apply to academic decisions relating to current students undertaking a University of Stirling undergraduate, postgraduate taught or postgraduate research programme of study, regardless of location of study. It does not apply to students during any periods of Study Abroad, when the academic appeals arrangements of the institution at which the study is taking place will apply.
2. The following matters do not fall within the scope of this policy and the associated procedure and therefore cannot be considered under them:
  - a. Decisions on Admissions. Provisions for such appeals are set out in the [Admissions Policy](#).
  - b. Decisions made through the [Tuition Fee Liability Refund or Reduction Procedure](#). Provisions for such appeals are set out in that procedure.
  - c. Decisions made through the University's [student disciplinary procedure \(Ordinance 2, Code of Student Discipline\)](#). Provisions for appeals regarding such decisions are set out in Ordinance 2.
  - d. Decisions made through the University's [Policy and Procedure on Criminal Charges and Convictions](#). Provisions for appeals regarding such decisions are set out in that procedure.
  - e. Decisions made through the University's [Fitness to Study Policy and Procedure](#). Provisions for appeals regarding such decisions are set out in that policy/procedure.
  - f. Decisions made through a Fitness to Practise Policy/Procedure. Provisions for appeals regarding such decisions are set out in the relevant policy/procedure.
  - g. Decisions regarding a student's visa taken by the University on the basis of statutory visa compliance requirements.
3. Also outside the scope of this policy is any matter that is submitted as an Academic Appeal but that constitutes or may constitute a matter applicable under the provisions of another University policy or procedure. For example, a complaint would be considered under the [Complaints Handling Procedure](#).

## Definitions

- **Academic Judgement:** the professional and scholarly knowledge and expertise which is drawn upon in reaching an academic decision and a judgement that is made about a matter where only the opinion of an academic expert/s is sufficient.

- **Complaint:** a complaint is defined in the Complaints Handling Procedure as an, “...expression of dissatisfaction about our action or lack of action, or about the standard of service provided by us on our behalf”.
- **Vexatious/Frivolous:** not having any serious purpose or basis, and/or submitted with an intention to disrupt or cause a problem rather than to legitimately seek a successful appeal outcome.

## Points of Policy

4. An academic appeal is a request for a review of an academic decision made by an academic body charged with making decisions on student progression, assessment and awards. A complaint is different, and arises from a specific concern about the adequacy or quality of the provision of a programme of study or related academic service.
5. Academic appeals are considered in line with this policy and the accompanying procedure which is set out within this document.
6. The University believes that students should be able to raise matters of concern without fear of disadvantage and in the knowledge that their privacy and confidentiality, as well as that of members of staff, will be respected. As such, only the minimum required details regarding an appeal will be shared internally, and only insofar as this is necessary in order to effectively handle and conclude the appeal.
7. Matters of academic judgement that have been determined in line with procedure are not open to review, either by complaint or by appeal.
8. Academic Appeals will only be considered from individual students. Any appeal prepared or submitted on a group or collective basis will not be valid.
9. An appeal will only be accepted from a third-party who submits it on the student’s behalf where the appeal is accompanied by the student’s consent for the third-party to do so.
10. An appeal should be submitted using the [Academic Appeal Form](#). The content of the form is set out in Appendix 1 and an MS Word version of the form is available on request to Academic Registry via [appeals@stir.ac.uk](mailto:appeals@stir.ac.uk).
11. Appeals must be submitted within one calendar month of the date of formal notification of the decision against which the appeal is directed.
12. In order for an academic appeal to be fully considered through this policy and procedure, it must demonstrate that there is both a right of appeal and grounds for appeal.

13. At any stage the Academic Registrar (or their nominee) has authority to decide that a case will not be considered through the academic appeal process if it is considered to be vexatious or frivolous, or the behaviour of the student/person appealing is or becomes inappropriate such as being abusive or harassing. In such cases concise reasons for the decision will be provided to the student/person appealing.

## Right of Appeal

14. There is a right of appeal against:
- a. decisions that represent academic judgement where they have not been made in line with procedure; and
  - b. decisions that are made based on, or further to, final marks or grades awarded and that affect a student's studies or academic standing - these decisions may relate to:
    - i. entitlement to undertake a further assessment attempt;
    - ii. entitlement to progress to another stage of the academic programme;
    - iii. progression or transfer of study leading to a different qualification to the one originally registered for;
    - iv. termination of studies as a result of academic failure;
    - v. entitlement to remain registered as a student of the University.
15. If a student wishes to appeal against an award decision (including a decision regarding award classification), they will not be able to graduate/attend graduation/be granted their academic award until either the appeal has been fully considered and concluded through the Academic Appeals Procedure or they withdraw the appeal in writing and confirm their intention to accept the award. In these circumstances, a student may be required to decide whether or not to pursue an appeal in a shorter timeline that within one month of formal notification of the appeal depending on when an upcoming graduation period falls. However, should the student decide that they do wish to pursue an appeal, they will have the full calendar month period to submit the appeal as set out in paragraph 11.
16. There is no right of appeal against matters of academic judgement, including the academic judgement of examiners on an assessment outcome or the level of award recommended or granted, and academic judgements made regarding academic integrity/misconduct, where the judgement has been reached in line with relevant procedure. Furthermore, there is no retrospective right of academic appeal in respect of any academic matters relating to a programme of study where a student has had an academic award (including an exit award) conferred upon them consequent to their completion of/studies for, that programme.

## Grounds for Appeal

17. An academic appeal must demonstrate one or more of the following grounds:
  - a. There were circumstances that significantly affected the student's academic performance, and for compelling reasons, the student was not able to make the University aware of these circumstances at any earlier point in time;
  - b. The decision was not made in line with the relevant procedure;
  - c. New information is available that was not available at the time of the decision, and that is relevant to the decision, and that could have a substantive impact on the decision.
  
18. Simply disagreeing with a mark awarded or a decision made, or having the personal opinion that work should have been granted a higher mark or is not correct, does not represent grounds for appeal.
  
19. As set out in paragraphs 24 to 26 of the Academic Appeals Procedure, appeals must be submitted using the specified [Academic Appeal Form](#), and must include all the information requested by the Form, including the ground(s) that the student considers exists. It is the responsibility of the student to also provide suitable accompanying information or evidence as appropriate to the appeal.

## Academic Appeals Procedure

20. There are different sources of advice and support available to students from the University. Information, guidance and support on the Academic Appeals Procedure is available on an ongoing basis from Academic Registry via [appeals@stir.ac.uk](mailto:appeals@stir.ac.uk).
21. Where a student feels that they may benefit from support in managing the impact of an academic decision, support is available through the [Student Services Hub](#). In terms of discussion regarding other options for the future, advice and support can be accessed from the [Careers and Employability Service](#).
22. Advice and support are also available from the Students' Union and further detail on this can be accessed via [www.stirlingstudentsunion.com](http://www.stirlingstudentsunion.com). Where a student wishes to access advice or support from the Students' Union regarding an academic appeal, they should do this at the earliest opportunity to ensure advice can be provided within the timeline in which an appeal requires to be submitted.
23. Students are encouraged to discuss any matters leading to their considering submitting an Academic Appeal with a member of staff in their Faculty or Division that they feel is relevant, before submitting a formal appeal. This may be, for example, their Programme Director, Personal Tutor, Adviser of Studies, Module Coordinator or a member of Faculty Professional Services staff. Depending on the circumstances, the Faculty/Division may be able to help resolve the student's concerns without the need to make a formal appeal.
24. The online [Academic Appeal Form](#) (provided as Appendix 1) must be completed fully and clearly in order for it to represent the submission of a valid appeal. In addition, it must be completed to ensure clarity on points including: the decision against which the appeal is directed; the date the decision was notified to the student; who and/or where the decision was communicated from; the ground(s) that the student considers exist for the appeal; and the outcome the student is seeking from submitting the appeal.
25. In all cases, the completed [Academic Appeal Form](#) must also set out details on why the student considers there are grounds for the appeal. For example, if the student considers a decision to have been taken in a way which was not in line with the relevant procedure, details must be provided as to the procedural irregularities that they believe to have existed.
26. Additionally, in order for an academic appeal to demonstrate grounds that either there were circumstances affecting the student's performance, or that new information has become available, contemporaneous, directly relevant, objective supplementary information or evidence must be provided along with the [Academic Appeal Form](#) to support this. If any information / evidence is in a language other than English, an **official** translation into English must also be provided. Only original documents will be accepted.

27. Where an appeal has been submitted and is pending, the student should normally continue to attend classes and take any assessments/reassessments/resits while they await the outcome of the appeal. This is unless the student is specifically instructed that they should not, which may be the case in respect of participating in graduation (see paragraph 15).
28. The Academic Registrar (or their nominee) will consider academic appeals in the first instance. The purpose of this consideration is to determine:
  - a. If there is a right of appeal;
  - b. If grounds for appeal have been demonstrated;
  - c. If any further information or clarification is required from the student;
  - d. If any further information is required from the relevant Faculty;
  - e. If there is any opportunity for the issues raised in the appeal to be resolved without/before the need for full consideration of the appeal.
29. Where there is no right of appeal and/or no grounds for appeal have been demonstrated, Academic Registry will notify the student of this and that the appeal will not be considered further.
30. Where there may be an opportunity for the issues raised in the appeal to be resolved without the need for a full consideration of an appeal, the Academic Registrar (or their nominee) can decide to liaise as appropriate with the student and relevant staff members to seek to progress this. Any proposed resolution must be approved by the Academic Registrar (or their nominee) prior to it being discussed with the student or actioned. This is in order to ensure that any resolution does not inadvertently create undue advantage to the student and therefore potential disadvantage to other students. Where a resolution is agreed upon, this will be formally recorded and will represent the conclusion of the appeal submitted. Where a resolution is explored but is subsequently not possible, the appeal may still proceed to be considered under this procedure, if there is a right and grounds for appeal.
31. Where there is both a right of appeal and grounds for appeal (and no resolution is possible or appropriate), the appeal will proceed to full consideration. As appropriate to the programme of study, either the Academic Panel (Taught) or the Academic Panel (Research) will consider the appeal.
32. If the appeal is against a decision made by either the Academic Panel (Taught) or the Academic Panel (Research), and it is to proceed to full consideration, it will be considered by the Panel that did not make the original decision.

33. Academic Registry will collate all relevant information on the academic appeal and submit to the Academic Panel for consideration, via the relevant Committee Manager for the Panel. This will include:
  - a. The completed [Academic Appeal Form](#) and any supplementary information.
  - b. Comments regarding the matter upon which the appeal is based provided by the relevant Faculty.
  - c. Any additional information provided by either the student and/or the relevant Faculty.
34. The Academic Panel will consider the academic appeal and make a decision as to whether it is either upheld or not upheld.
35. Where an appeal is upheld, the Academic Panel will also decide upon how the matter should be resolved and therefore on whether the original decision should be rescinded or varied, or on another course of action to effectively resolve and conclude the matter, within available provisions of University regulation, policy, procedure and practice.
36. Academic Registry will notify the student of the outcome of the Academic Panel's consideration of the appeal, and therefore the outcome of their appeal.
37. A student may appeal against the decision of the Academic Panel on the basis of the following grounds:
  - The decision has been made in a manner which is procedurally incorrect or unreasonable;
  - The decision has been taken in the absence of all of the relevant information.
38. Where a student wishes to appeal the decision of the Academic Panel, they should advise the Academic Registry via [appeals@stir.ac.uk](mailto:appeals@stir.ac.uk), within ten days of receipt of the decision of the Academic Panel, and provide clear information and/or supporting documentation to demonstrate grounds for the appeal.

### **Final Consideration of an Appeal**

39. Where a student submits an appeal against a decision of an Academic Panel regarding an academic appeal, and there are grounds for such an appeal, the appeal will be considered by the Academic Appeals Board.
40. The Academic Appeals Board represents the final stage of consideration of an appeal by the University.

41. Each Academic Appeals Board will comprise three members, including a Deputy Principal (normally the Deputy Principal Education) who will act as the Chair, and a staff member drawn from a pool of academic staff appointed to the pool by Academic Council, and a student representative appointed by the Students' Union. Members will be appointed to the Board ensuring no conflicts of interest. A member of Academic Registry staff will act as Secretary to the Board.
42. Meetings of the Academic Appeal Board normally take place online.
43. The student is not required to attend the meeting of the Academic Appeal Board. The student will be given the opportunity to attend a portion of the meeting if they wish to, in order to provide a brief (up to 10 minutes), verbal statement regarding their appeal and answer any questions the Board might have. The Board will have considered the information regarding the appeal in advance of the meeting and as such should a student wish to contribute to the meeting, this will not be an opportunity to simply repeat information already available to the Board. A student will only be able to attend the meeting for the portion in which they provide a verbal statement.
44. A student will be given at least one week's notice of the date and time of the meeting of the Academic Appeal Board.
45. An appropriate staff representative of the relevant Faculty will also be invited to attend the relevant portion/part of the meeting.
46. Any questions that either the student or the staff representative have during the meeting, must be directed through the Chair.
47. The student who is appealing may be accompanied to the meeting for support, by another member of the University community under the following terms:
  - a. The student may be accompanied by one person who is one of the following:
    - i. fellow student;
    - ii. member of staff of the University;
    - iii. registered chaplain or faith representative of the University;
    - iv. professional member of staff or sabbatical officer of the Students' Union.
  - b. In exceptional circumstances, where it is not possible for a student to be accompanied by a member of the University community as specified in paragraph 47 a. i - iv, the Chair of the Board may consider allowing the student to be accompanied by a person from outside the community.
  - c. The accompanying person must not be party to the matters to which the appeal relates.
  - d. The accompanying person must not be a legal practitioner of any kind.

- e. Since the purpose of an accompanying person attending the meeting will be to provide support to the student, the accompanying person will not normally be expected to participate within the meeting. Should the student advise that they wish an accompanying person to make a contribution to a meeting, this request will be considered by Chair of the Academic Appeal Board, however if permitted, such a contribution could not be provided as a replacement to the contribution from the student. Furthermore, both contributions from the student and accompanying person must be made within the maximum 10-minute period.
48. Where a student wishes to be accompanied for support to a meeting of the Academic Appeal Board, the name and status of the proposed accompanying person should be notified to the Secretary of the Board at least two working days prior to the meeting.
  49. Students (and any accompanying person) are expected to engage in a meeting of the Academic Appeal Board in a way which is professional, courteous and constructive, and can similarly expect the same approach from the staff members who are involved in the meeting. Any failure to engage in the meeting in the way expected may result in removal from the meeting.
  50. Both the student and the staff representative of the relevant Faculty/Division will be entitled to have access to the appeal documentation to be considered by the Academic Appeal Board should they wish to. The Board Secretary will advise the student and staff representatives of this and provide access to the information where a student or staff member wants this.
  51. The Academic Appeals Board will consider if there are demonstrated grounds for appeal against the decision made by the Academic Panel, based on the provisions of paragraph 37, and whether or not the appeal should be upheld.
  52. The Academic Appeals Board will meet privately to reach a decision on whether the appeal is upheld or not upheld. Decisions will be made based on majority of the members (and not on any casting votes).
  53. If the appeal is upheld, the Board will also consider and decide upon how the matter should be resolved. Where the Board considers that it needs further information prior to deciding on a resolution, the Secretary will take action as appropriate to seek and obtain the required information.
  54. If the appeal is not upheld, there is no further internal right of appeal, and the student will be made aware of the potential opportunity to ask the Scottish Public Services Ombudsman (SPSO) to look at their appeal.

55. At any point in this procedure, where there may be an opportunity for the issues raised in the appeal to be resolved, the Academic Registrar (or their nominee) has authority to liaise as required with the student and relevant staff members to seek to progress this as appropriate.

### **Timing**

56. The University believes that it is of the utmost importance that appeals from students are considered thoroughly and fairly. All appeals are considered and responded to as quickly as possible. While full consideration of an appeal will not be unduly delayed, it may on occasion take some time to undertake a thorough consideration and hence to resolve an appeal. Where an appeal is confirmed as having right and grounds for appeal, the University will aim to complete its work on fully considering the appeal within a maximum of four months of receipt of the initial appeal.

# Appendix 1 Academic Appeals Form

## Academic Appeal Form



Academic Appeals are considered in line with the University's [Academic Appeals Policy and Procedure](#).

We would encourage you to discuss any matters leading to you considering submitting an Academic Appeal with a member of staff in your Faculty or Division that you feel is relevant, before submitting a formal appeal. Depending on the circumstances, the Faculty/Division may be able to help resolve your concerns without the need to make a formal appeal.

If you decide to appeal, you may wish to seek advice on completing the Academic Appeal Form from the Students' Union. You can find out more about the Union's advice services here: Student Advice Service <https://www.stirlingstudentsunion.com/advocacy-and-advice/student-advocacy-service/>.

The processing of the personal data within this form is covered by the University's existing Privacy Notice for Students: <https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notice/students/>

\* Denotes required information

### STUDENT DETAILS

1. First Name \*

2. Surname \*

3. Student Number \*

4. Email Address \*

**5. Faculty \***

- Faculty of Health Sciences and Sport
- Faculty of Social Sciences
- Faculty of Natural Sciences
- Faculty of Arts and Humanities
- Stirling Management School

**6. Programme of Study \***

**7. Year of Study \***

**8. Are you a student visa holder? \***

- Yes
- No

**9. If so, what is the date of expiry of your current visa?**

**APPEAL DETAILS**

**10. What is the decision you wish to appeal against? \***

For example, academic misconduct, termination of studies. Please provide specific, brief details about the decision, including where relevant, the module the decision relates to. You can provide more information later in the form.

**11. On what date were you notified of the decision? \***

**12. Who notified you of the decision? \***

**13. What steps, if any, have you already taken to try to resolve your concerns? \***

**14. Which of the potential grounds for appeal do you consider exist? (please tick all that apply) \***

- Ground 1: There were circumstances that significantly affected your academic performance, and for compelling reasons, you were not able to make the University aware of these circumstances at any earlier point in time. Please complete Q 15.
- Ground 2: The decision was not made in line with the relevant procedure. Please complete Q16.
- Ground 3: New information is available that was not available at the time of the decision, and that is relevant to the decision, and that could have a substantive impact on the decision. Please complete Q17.

**15. If you consider that Ground 1 applies, please provide details here:**

**16. If you consider that Ground 2 applies, please provide details here:**

**17. If you consider that Ground 3 applies, please provide details here:**

**18. Please list any items of additional information you are submitting to support your appeal. \***  
Please note that if any information is in a language other than English, it must have an official translation. Only original documents will be accepted and should be submitted with your completed appeal form.

**19. Are there any further details regarding your appeal that you consider to be relevant?**

**20. What outcome are you seeking from this appeal? \***

## EQUALITY AND DIVERSITY DATA MONITORING

The University of Stirling is committed to the promotion of equality and diversity. To help us ensure we are meeting our obligations under the Equality Act 2010 in terms of Academic Appeals, we ask students to participate in our Equality and Diversity Monitoring form, this is entirely optional and includes the opportunity for “prefer not to say” to individual questions.

Participation, however, helps the University to understand the equality profile of students submitting Academic Appeals, which in turn will assist us to identify any barriers to success, to ensure the University remains a fair and equitable place. The University’s Equality and Diversity policy can be found here: <https://www.stir.ac.uk/media/stirling/services/policy-and-planning/documents/EqualityandDiversityPolicy.pdf>.

The answers you give will be treated in the strictest confidence, in line with UK GDPR and the Data Protection Act 2018. The information will be stored securely and will only be accessed by the Appeals team. No-one else will have access to the information. You will **never** be identified in reports on the demographic profile of students who have submitted an Academic Appeal.

The questions below are OPTIONAL.

### 21. What age are you?

16-20

21-25

26-30

31-35

36-40

41-45

46-50

51+

### 22. Nationality: Please specify your nationality.

### **23. Disability: Do you consider yourself to be disabled?**

*The Equality Act 2010 defines an individual as having a disability if he or she has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. For the purposes of the Act, these words have the following meanings:*

*'substantial' means more than minor or trivial*

*'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)*

*'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping*

- Yes
- No
- Prefer not to answer

### **24. Disability: Do you have an impairment, health condition or learning difference that has a substantial or long-term impact on your ability to carry out day-to-day activities? (Select all that apply)**

- No known impairment, health condition or learning difference
- Blind or have a visual impairment uncorrected by glasses
- Development conditions that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language
- Learning differences such as dyslexia, dyspraxia or AD(H)D
- Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety
- Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
- Social/communication conditions such as speech and language impairment or an autistic spectrum condition
- Two or more disabilities, impairments or conditions
- An impairment, health condition or learning difference not listed above
- Prefer not to say
- Don't know

**25. Disability: Are you a BSL user?**

*A BSL user is defined as a D/deaf and/or Deafblind person (someone who receives the language in a tactile form due to sight loss) whose first or preferred language is British Sign Language.*

- Yes
- No
- Prefer not to say

**26. Caring Responsibilities: Do you have any caring responsibilities for a child/children and/or another adult/s?**

*This can be defined as having the responsibility to look after or care for a child or an adult spouse, partner, civil partner, relative or other adult living with you at your address. The term "relative" covers any parent, adopter, guardian, step-parent, parent-in-law, son, daughter, step-son, step-daughter, son-in-law, daughter-in-law, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, uncle, aunt or grandparent. It also covers adoptive relationships and relationships such as half-brother and half-sister. You may be providing care because the individual is disabled, sick, elderly or recovering from an accident or operation, or simply because the individual is a child.*

- Yes
- No
- Prefer not to say

**27. Ethnicity: What is your ethnicity or ethnicity group?**

- Arab: Arab, Scottish Arab or British Arab
- Asian: Bangladeshi, Scottish Bangladeshi or Bangladeshi British
- Asian: Chinese, Scottish Chinese or Chinese British
- Asian: Indian, Scottish Indian or British Indian British
- Asian: Pakistani, Scottish Pakistani or British Pakistani
- Asian: Any other Asian background
- Black or Caribbean: African, Scottish African or British African
- Black or Caribbean: Caribbean, Scottish Caribbean or British Caribbean
- Black or Caribbean: Any other Black background
- Mixed or multiple ethnic groups: White or White British and Asian or Asian British
- Mixed or multiple ethnic groups: White or White British and Black African or Black African British
- Mixed or multiple ethnic groups: White or White British and Black Caribbean or Black Caribbean British
- Mixed or multiple ethnic groups: Any other Mixed or Multiple ethnic background

- White: English, Welsh, Northern Irish or British
- White: Gypsy or Traveller
- White: Irish
- White: Polish
- White: Roma
- White: Scottish
- White: Showman / Show woman
- White: Any other White background
- Other ethnic group: Other ethnic group for example Sikh, Jewish
- Not known
- Prefer not to say

**28. Religion or belief:** What religion, religious denomination or body do you belong?

- No religion (including atheist)
- Buddhist
- Christian: Church of Scotland
- Christian: Roman Catholic
- Christian: Other denomination
- Hindu
- Jewish
- Muslim
- Pagan
- Sikh
- Any other religion or belief
- Prefer not to say

**29. Gender:** How would you describe your gender?

- Man
- Woman
- Non-binary
- In another way
- Prefer not to say

**30. Sex:** What is your sex?

- Female
- Male
- Prefer not to say

**31. Sexual Orientation:** What is your sexual orientation?

- Bisexual
- Gay or lesbian
- Heterosexual or straight
- Other sexual orientation
- Prefer not to say

**32. Trans identity / history:** Do you consider yourself to be trans or have a trans history?

- Yes
- No
- Prefer not to say

Signature.....

Date.....

Once you have completed the form, you can e-mail the completed form and supporting evidence to [appeals@stir.ac.uk](mailto:appeals@stir.ac.uk). Alternatively, please print off the document and return it to:

Academic Registrar  
c/o Student Appeals, Room 4B30  
University of Stirling  
Cottrell Building  
Stirling  
FK9 4LA

Thank you for submitting your appeal. The Appeals Team will be in touch with you regarding the appeal as soon as possible. If you have any queries, please contact [appeals@stir.ac.uk](mailto:appeals@stir.ac.uk).