

Procedural Irregularity in the handling of the 2018 UCU strike

If you wish to appeal about the impact of the 2018 UCU strike, you should be aware of the following:

If you have exceptional circumstances, such as ill health or a disability, and you feel that these were affected by the strike, please select Exceptional Circumstances from the Appeal Grounds list above. Any exceptional circumstances affected by the strike are subject to the same rules as any other exceptional circumstances claim, and the standard 'exceptional circumstances' questions on the appeal form are therefore appropriate.

If you have a financial complaint, are unhappy with the standard of teaching quality during the strike or are otherwise alleging breach of contract by the University, you should follow the Complaints Procedure.

The following circumstances have been identified as *possible* reasons for submitting an appeal on the basis of the strike impact:

- I answered questions for which I did not receive teaching
- I was incorrectly or inadequately advised about changes made to assessment(s) and this led to disadvantage
- I have specific needs which mean the strike response impacted me differently to others in my cohort
- The response to the strike breached the University's own procedures
- My cohort has a specific set of circumstances, and the response to the strike did not take account of these.

There may be other circumstances which merit investigation under the academic appeals process, but these would have to be along similar lines to the listed circumstances.

Questions on the form

On what basis do you believe the handling of the strike resulted in academic disadvantage?

Select an option or options from the list. You should note that although your circumstances may meet one of the criteria listed, this will not automatically result in

your appeal being upheld. The details of your case will be considered and, if necessary, investigated with your academic department.

Which of your modules were affected by the strike?

Use this box to list all your modules which you believe were affected by the strike.

The following questions may be asked, depending on what circumstances you select:

Explain here what questions you answered and what teaching it relates to.

Please explain clearly what questions, what exam paper, and specify the module if you are appealing about more than one paper. You should also clearly state which specific teaching the questions related to if you know this - for example, if a lecture from week 6 of the spring term did not take place, note the topic, lecture time and how this relates to the assessment question.

Why did answering these questions lead to academic disadvantage?

Explain why you were disadvantaged by answering this question - for example, did you have no choice but to answer this question, or were other questions available for which you had received teaching? If you had no choice, how exactly were you disadvantaged?

Explain how you were advised about changes to assessment and what was incorrect or misleading about this advice

Please upload any copies of the advice - such as emails - as evidence to support your appeal. You should explain how this advice led to a disadvantage.

What are your specific needs, and how did these lead the strike response to impact you differently?

If you have, for example, a long-term health condition which affects your ability to engage in your studies, how did the response to the strike impact you differently? If so, why was the strike response inadequate for you personally, and how were you disadvantaged by this? Be as specific as possible.

How did the response to the strike breach the University's procedures?

If you believe some aspect of the strike response was in breach of University procedure, make reference to the specific procedure and explain why the response

breached it. You should then explain why this led to disadvantage for you academically.

What are your cohort's specific circumstances, and how did the response to the strike fail to take account of these adequately?

Explain as clearly as you can what aspect of the response was inadequate, what about your cohort requires a different response, and why this led to disadvantage.

You will always be asked:

Do you intent to upload supporting evidence?

Appeals are very rarely upheld without supporting evidence. You can upload your supporting evidence with your appeal form, and/or submit evidence later.

What supporting evidence should I provide?

Supporting evidence could include emails sent to you about your assessments, or copies of feedback sheets.

If you are unsure what evidence might be appropriate you may contact YUSU or the GSA. YUSU can be contacted at asc@yusu.org. The GSA can be contacted at advice@yorkgsa.org. The Special Cases team (for taught students) or Research Student Co-ordinators (for research students) can also both be contacted by emailing appeals@york.ac.uk.

Evidence about a third party

If you intend to submit evidence about a third party, e.g. a friend or relative's ill health or personal circumstances, **you must ensure you have their permission to share their data before submitting it as part of your appeal**. We strongly recommend you submit evidence about the impact on you instead - e.g. a GP letter explaining that a relative's ill health caused you health problems, since the appeals process is concerned with your own circumstances and how they affect your ability to study.

Submitting your evidence

To submit evidence, select the appropriate button(s) on the form. A box will open where you can list each item of evidence that you are submitting and when you intend to submit it. If you intend to provide some or all evidence later, explain when you will be providing it in this box. If you intend to provide evidence later, your appeal will be placed on hold whilst we wait for you to provide it.

Do not upload your evidence until you are completely ready to submit your form. If you click “Save and Resume later” any evidence you have uploaded will be deleted.

It is your responsibility to obtain the evidence – this will not be done for you by the University.

- You will not be chased for evidence if you fail to provide it;
- If you do not provide evidence with your appeal and do not explain why, your appeal will be rejected;
- Evidence must be submitted in English, or with an official English translation. If you cannot secure a translation within the 28 day appeal deadline, submit the evidence with the appeal and explain that the translation will be submitted by an estimated date.

Further guidance

Further guidance on evidence can be found in the University’s Exceptional Circumstances Procedures, under section 23.2. The Exceptional Circumstances Procedures can be accessed on the University webpages in the *Guide to Assessment, Standards, Marking and Feedback*, available to view at <http://www.york.ac.uk/about/departments/support-and-admin/registry-services/guide/>

What remedy are you seeking?

Use this box to say what you would like the outcome of your appeal to be. You should note that even if your appeal is upheld it will not always be possible to provide you with the outcome you seek.