Your address

Your phone number

 Your email address

Date

Head of Senate Office

FAO Senior Senate Assessor for Academic Appeals

senate-appeals@glasgow.ac.uk

Dear Mr/Ms…..,

***Re: Intimation of intention to appeal to the Senate Appeals Committee***

I write to notify you of my intention to appeal against the decision to (insert decision being appealed against). I was advised of this decision on (date).

The grounds of my appeal are :-

i) relevant new evidence has emerged which could not reasonably have been produced to the College Appeals Committee; and/or

ii) there has been defective procedure by the College in its disposal of the appeal; and/or

iii) the disposal at College level was manifestly unreasonable. (delete as applicable)

I will submit my formal appeal letter within the next 20 working days, as stipulated in the current University Regulations.

Yours sincerely

Your name

Student ID number

Degree course of study