The completion and submission of this form initiates the formal University process for review of decisions on Entry to Honours. Before submitting a formal written request, it is suggested that you should seek to resolve the matter informally by discussing your options with the relevant Director(s) of Teaching or Honours Adviser(s) – for example, a change of degree programme may be appropriate. If the matter remains unresolved, you may then invoke the formal review procedure. Students seeking impartial and independent advice on formulating a request for review should contact the Student Education Advocate at the Students’ Association (further information can be found at <https://www.yourunion.net/helphub/education/services/educationadvocate/>).

Before completing this form you must consult the University's Policy on Requests for Review of Decisions on Entry to Honours (<https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/honsentry.pdf>). Further details of the process can be found at <https://www.st-andrews.ac.uk/media/teaching-and-learning/policies/honsreview.pdf>

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| **Section 1 - Your personal details** | | | |
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| **Full name** | John Doe | **Student ID** | 24681357 |
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| **Current Degree Programme** | BSc (Hons) Philosophy and Physics | | |
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| **Degree Programme you wish to be reviewed** | BSc Philosophy | | |
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| **School** | Department of Philosophy/School of Physics and Astronomy |
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| **Contact address**  **(provide an address where your review outcome letter should be sent)** | St Mary’s Place St Andrews KY16 9UZ | | |
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| **Email address** | Jd207@st-andrews.ac.uk | | |
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| **Telephone No.** | 07123 456 789 | | |
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| **Section 2 - Details of your submission** | | | |
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| **Indicate below the grounds under which you are requesting this review (cross all the boxes that may apply). *Please note that you are not permitted to appeal under any other grounds* *than those below.*** | | | |
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| Extenuating personal circumstances materially affecting academic performance (*note, an explanation for earlier non-disclosure is always required*). | X |
| Improper conduct of an assessment or examination, or irregular application of academic regulations, that has materially impacted on the result awarded. |  |
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| **Please give a concise summary of your concerns, referring directly to the grounds on which your request for review is based. *Be specific about the modules or assessments affected and the dates of the circumstances on which your appeal is based.*** | |
| I am requesting a review of the decision not to allow me entry to Honours on the grounds of extenuating personal circumstances materially affecting academic performance. I am requesting a review on these grounds due to issues with my mental health and some personal circumstances which affected me, and by extension my studies, quite heavily over the last academic year. I was unable to tell the University about these circumstances in any depth before this time as I was waiting for doctors’ appointments which would allow me to confirm my mental health circumstances. I was also experiencing symptoms which made it impossible to reach out to the University in an appropriate manner.  From January 2023, I began to experience severe and debilitating panic attacks. Initially, I thought these were circumstantial, as I had had a very toxic relationship with my then-flatmate who had been making living in my flat hostile and deeply unpleasant. They would talk on the phone loudly to friends and family, saying deeply personal and unkind things about me, they would enter my room while I was out and hide my possessions, and they’d invite people over who would say really horrid things about me to my face. I have documented all of this in the attached evidence, as I spoke to the Advocacy & Advice Service about my rights about leaving my tenancy [1]. I experienced these panic attacks at the same time as these issues worsened, so I assumed that when I moved out they would also stop.  The attacks did stop for a period of time after I found somewhere else to live, but they returned in late March 2023. They would last anywhere from a couple of minutes to close to half an hour. They were extremely frightening and exhausting, and I was finding it difficult to cope with them. These became worse during exams due to the added stress, and I would have a panic attack every other day usually. This led to heightened anxiety in general even when I was not in the midst of a panic attack. I tried to minimise my stressors through avoidance of tasks which caused me anxiety, which included things like going out in public, socialising with friends and course-mates, and tackling coursework and exams. In the lead up to and during my exams I had  as opposed to medical in nature. | |
| a high level of anxiety which led to much reduced academic performance, particularly in Philosophy, which I have found more difficult than Physics generally (and you’ll see the difference in my academic achievements in the two disciplines across the last 2 years).  In May, after having two panic attacks in one day, I decided to seek medical support, which I had not done previously. I eventually managed to meet with a GP and I was diagnosed with panic disorder and received a letter to confirm this in July, after my exams had completed [2]. Since then I have been prescribed SSRIs, and I am only just beginning to see improvements in my overall wellbeing. I provide evidence of my prescription [3], and information about my medication, with highlighted sections on how long it takes for it to become effective [4].  At the time of my issues, there was no way I could have reached out sooner. Not only did I not have confirmed evidence of my mental health difficulties, but my mental health issues manifested themselves in avoidance and heightened anxiety which further meant that I could not reach out to disclose my issues before this.  I would like to be able to drop Philosophy and take single honours Physics given that I have performed much better in Physics than Philosophy. I am confident now that I am seeing some improvements in my mental health due to medication that I will be able to cope with completing a degree in Physics. | |
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| **Please describe what action you have taken to pursue your concerns to date and whom you have dealt with in the University in this regard.** | | | | | | | |
| At the end of 2022 I reached out to CEED for study skills support [5], and in January I reached out to my adviser about my issues with Philosophy [6], but, due to the mental health and personal issues I mentioned above, I could not follow up on these discussions effectively at the time. | | | | | | | |
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| **List below any documents that you are attaching in support of your appeal submission and explain their significance.** | | | | | | | |
| [1] Emails with Advocacy & Advice Service outlining issues with my flatmate  [2] Doctor’s letter from July 2023 outlining my diagnosis of panic disorder  [3] Evidence of prescription for SSRI to deal with symptoms of panic disorder.  [4] Information about my medication, particularly how long it takes for it to be effective  [5] Email chain with CEED  [6] Email chain with my adviser of studies | | | | | | | |
| **If you have no supporting documentation to provide and wish that your request be reviewed solely on the information contained in this form, please cross the following box.** *Note, unsubstantiated claims may be judged weaker than those supported by evidence.* | | | | |  |  |  |
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| **Cross the following box to confirm that the information you have given on this form is true, accurate and correct.** |  |  |  |
|  | X |  |
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| **Section 3 - Where to send this form** | | | | | | | |
| Once fully complete, please send this form by email (with any relevant attachments you wish considered) to the Registry Undergraduate team (registry-ug@st-andrews.ac.uk), to arrive **no later than the date indicated in your notification email**. | | | | | | | |