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| **Academic Appeal Form** | big_logo_new |

*You should read the Academic Appeals Procedure (the Procedure) before you complete this form. The procedure is available at:* [*www.leeds.ac.uk/secretariat/student\_cases.html*](http://www.leeds.ac.uk/secretariat/student_cases.html) *or from the Secretariat’s Student Cases team (contact details are set out at the end of this form).*

*The purpose of the form is to collect details of your candidature, the decision against which you wish to appeal, confirmation of the grounds upon which you wish to appeal, a summary of the main points of your appeal and the outcome you wish to achieve through the appeal procedure. You may, if you wish, provide more detailed information in the form of an appeal statement with the evidence upon which you rely attached as appendices to your statement (see the Information Notes at the end of this form).*

*Students seeking advice and support in the preparation of an appeal may contact the Help and Support Team of the Leeds University Union. Guidance on the appeals procedure can be obtained from the Student Cases team.*

***Please complete all sections of the form EXCEPT from part 2 of Section 3 which should ONLY be completed if it is relevant to your appeal (please refer to that section for further details).***

**SECTION ONE: YOUR DETAILS**

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| Family Name |  | | | | | | | Title  (please indicate) | | | |  | | |
| Other (please specify): | | |
| First Name |  | | | | | | |
| ID Number (to be completed by University of Leeds students only) |  |  |  |  | | |  | |  | |  | |  |  |
| Postal Address |  | | | | | | | | | | | | | |
| Email Address (if your University account is due to close, please provide an alternative address) |  | | | | | Telephone Number | | | |  | | | | |
| Your programme of study (e.g. BA English & History, MSc Civil Engineering, etc.) | | | | | |  | | | | | | | | |
| Your school/department/accredited institution (e.g. School of Music) | | | | | |  | | | | | | | | |
| Please tick this box if you are being supported by LUU Help and Support and to confirm that details of your appeal can be shared with the team | | | | |  | Name of LUU Student Advisor (if known) | | | |  | | | | |

*For office use only*

Date received: Case ID:

**SECTION TWO: DECISION YOU ARE APPEALING AGAINST**

1. Please specify below the academic decision against which you wish to appeal.

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| Date of confirmation of result[[1]](#footnote-1):  (**Please note** that appeals against provisional results cannot be accepted) | /     / |

**SECTION THREE: GROUNDS FOR APPEAL**

1. Please indicate by ticking the appropriate box(es) the grounds on which you wish to appeal (to be completed in all cases) (more than one box may be ticked):

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| (a) | There were relevant mitigating circumstances (for example, illness), and you have a good reason for failing to notify the examiners of these sooner (taught students)[[2]](#footnote-2).  ***[You must also complete part 2 of Section 3 below]*** |  |
| (b) | You did notify the examiners earlier about mitigating circumstances or some other disruption of the assessment process, but you believe that the examiners or the examining body did not give sufficient consideration to this information (taught students). |  |
| (c) | You believe that the assessment was conducted unfairly or improperly or the assessment of your achievement was biased. |  |
| (d) | A material[[3]](#footnote-3) procedural irregularity has occurred in the processing of your assessment or results. |  |
| (e) | The supervision of your postgraduate research (postgraduate researchers) or Final Year Project or dissertation (taught students) was unsatisfactory[[4]](#footnote-4). |  |
| (f) | The decision to refuse a suspension (postgraduate researchers) or extension of study was unreasonable. |  |

**Please note** that an appeal which questions the academic judgement of the examiners or assessors will not be permitted.

1. **Please complete this section ONLY if you are submitting an appeal on the grounds that there was relevant mitigating circumstances (for example, illness), and you have a good reason for failing to notify your school/the examiners of these sooner[[5]](#footnote-5).**

Please state clearly and concisely (in the box below) why you were unable to notify your school and/or your examiners of your mitigating circumstances sooner.

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**SECTION FOUR: SUMMARY OF APPEAL**

Please provide a clear and concise summary of the key points of your appeal in the box below. (You may provide further details in an attached statement of appeal (no longer than 4 sides of A4).

*(See further the Guidance Notes at the end of this form).*

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**SECTION FIVE: DESIRED OUTCOME**

Please indicate in the box below the remedy you are seeking in the event of your appeal being successful.

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**SECTION SIX: DECLARATION**

**I confirm that I have read the Academic Appeals Procedure (the Procedure). I agree to the University of Leeds using the information provided in this form and any attached documentation for the purposes of processing and investigating my appeal in accordance with the Procedure. I understand that my appeal will be sent to the school for the purpose of the investigation and will be disclosed to those needed to respond to and determine my case.**

**I am aware that my data will be held and retained by the University in accordance with the University Student Privacy Notice.**

**Where I have included third party information and data, I confirm that I have included permissions from the relevant third parties for the data to be processed by the University and retained with my case papers.**

*(For electronic submission of appeals only: please type your name and the submission date in the fields below.)*

**Signed:**       **Date:**

**SECTION SEVEN: LIST OF DOCUMENTATION SUPPLIED**

Please provide a list of the documentation you have submitted with this form.

*(See the Information Notes for further details about what you need to do).*

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**INFORMATION NOTES**

*The format of your appeal*

1. Your appeal must set out all the reason(s) why you believe the decision is wrong. This should ideally be in chronological order/sequence of events. You should also state clearly the remedy you are seeking. Your appeal and supporting evidence can be as long or as short as you choose (but any attached appeal statement must be no more than 4 sides of A4 in length). However, do not assume that the longer the written case or the bulkier the papers the stronger is the appeal.
2. You must include in your appeal submission all the information and supporting documentation that you wish to be considered. **Any information that is left out cannot be included at a later stage.** You should provide any evidence (e.g. letters, emails, reports etc) in the form of annexes to your appeal submission. Please do not include your thesis (postgraduate researchers).
3. Please ensure that the pages of any detailed supporting statement are numbered and that a list of the annexes you have included with your statement of appeal is provided. To facilitate the reviewing of your appeal documentation please observe the following requirements:

* the form and any accompanying statement should be presented using reasonable sized margins and a font no smaller than 11 point;
* all pages provided are of good quality;
* a list of any annexes is provided.

1. **Please keep a copy of the completed form and the documents you have submitted in support of your appeal.**

*Access*

1. If you require an adjustment to the way in which we communicate with you due to disability or accessibility need let us know.

*Guidance on where to send your appeal*

1. You must submit your completed Appeal Form together with all supporting evidence to **academicappeals@leeds.ac.uk** within 20 working days from the date of the publication of the decision against which you wish to appeal[[6]](#footnote-6). The University will not, ordinarily, consider an appeal submitted after the set deadline. You should expect to receive an acknowledgement of your appeal within 5 working days[[7]](#footnote-7).
2. General information about appeals can be obtained at:

<http://www.leeds.ac.uk/secretariat/student_cases.html>

1. Further inquiries about appeals can be directed to the Assistant Head of Student Cases (Academic) (Mrs Kirsty Curwen ) or a member of the Student Cases team, and they can be contacted at: [academicappeals@leeds.ac.uk](mailto:academicappeals@leeds.ac.uk)

**July 2022**

1. Appeals will normally be against decisions of final awards agreed by an Examining Board or Group and may not be made against provisional results. [↑](#footnote-ref-1)
2. Normally, you must inform the examiners before the results of the assessment are published, by using your school’s mitigating circumstances procedure. A ‘good reason’ means that circumstances beyond your control prevented you from disclosing the relevant circumstances at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances are not considered ‘good reason’ for the purposes of an appeal. [↑](#footnote-ref-2)
3. ‘Material’ means that the procedural irregularity has significant consequences and affects the result published. [↑](#footnote-ref-3)
4. An appeal will not be permitted if it was reasonable for you to have taken action or made a complaint at an earlier stage during your candidature either to resolve the situation or to make the examiners or examining body aware of the circumstances. [↑](#footnote-ref-4)
5. Normally, you must inform the examiners before the results of the assessment are published, by using your school’s mitigating circumstances procedure. A ‘good reason’ means that circumstances beyond your control prevented you from disclosing the relevant circumstances at the appropriate time. Personal embarrassment or unwillingness to disclose personal circumstances are not considered ‘good reason’ for the purposes of an appeal. [↑](#footnote-ref-5)
6. This could be the date your results are published online on the Student Portal or the date you are informed of a decision issued by the University, school or board of examiners. [↑](#footnote-ref-6)
7. If the University cannot meet this or any of the other deadlines set out in the appeals procedure, you will be kept fully informed of the reasons why. [↑](#footnote-ref-7)