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| **Appeal to**  **Deputy Vice-Chancellor:**  **Student Education** | http://www.leeds.ac.uk/identitymanagement/assets/big_logo_new.gif |

*The purpose of the form is to collect personal details and the main points on which you wish to appeal to the Deputy Vice-Chancellor: Student Education following a decision of the Committee on Applications or the University Special Cases Committee.*

*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.*

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

**SECTION ONE: STUDENT’S DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name |  | | | Family Name | | | |  | | | |
|
| Postal Address |  | | | | | | | | | | |
| Email Address |  | | | Telephone Number | | | |  | | | |
| Please confirm how you prefer to be contacted (please tick) | | Via postal address | | |  | | Via email | | | |  |
| Please confirm which Committee confirmed the decision that you are appealing against: | | Committee on Applications | | | | | | | |  | |
| University Special Cases Committee | | | | | | | |  | |
| Date of letter confirming the decision you are appealing against | |  | | | | | | | | | |
| Please tick this box if you are being supported by the LUU Student Advice Centre (SAC) and to confirm that details of your appeal can be shared with the SAC | | |  | | | Name of SAC supporter  (if known) | | |  | | |

**SECTION TWO: GROUNDS FOR APPEAL**

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):

|  |  |  |
| --- | --- | --- |
| (a) | The decision of the Committee was unreasonable in the light of the evidence supplied. |  |
| (b) | The procedure for the hearing was deficient in a way which materially prejudiced your case. |  |
| (c) | New evidence has emerged which was not available earlier in the process and which was not brought to the Committee’s attention during the hearing.[[1]](#footnote-1) |  |

**SECTION THREE: APPEAL**

*Please set out below the decision you wish to appeal against and the reasons behind your appeal (continue on a separate sheet if necessary but this should be no more than 4 A4 sides).*

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**SECTION FOUR: LIST OF DOCUMENTATION**

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

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**SECTION FIVE: SIGNATURE**

|  |  |
| --- | --- |
| **Signed\*** |  |
| **Date\*** |  |

\*If returning this form electronically, please type your name and the submission date in the above fields

**INFORMATION NOTES**

1. The student must submit **one copy** of the completed Appeal Form together with all supporting documentation to the Head of Student Cases by e-mail or by post (addresses given below) by the deadline specified in the letter detailing the decision you wish to appeal against. The student can expect to receive an acknowledgement of receipt of its submission within 5 working days.
2. Further inquiries about appeals can be directed to any member of the Student Cases team, and they can be contacted at:

The Secretariat, Level 11, EC Stoner Building E-mail: [studentcases@leeds.ac.uk](mailto:studentcases@leeds.ac.uk)

The University of Leeds, Leeds LS2 9JT Tel: 0113 343 1276

**Please keep a copy of the completed form and the documents submitted**

**January 2017**

1. In your statement of appeal you must provide a good reason for failing to provide such evidence earlier in the process. Personal embarrassment or unwillingness to disclose personal circumstances are not considered a ‘good reason’ for the purposes of an appeal. [↑](#footnote-ref-1)