**LEEDS BECKETT UNIVERSITY**

GOVERNANCE AND LEGAL SERVICES

For office use: 2019/

Please complete this form in BLOCK CAPITALS or electronically. Delete asterisked (\*) items that are inapplicable to you.

**Please complete this form fully (Sections A and Sections C-E must be completed. Section B must only be completed if your appeal request form is late). We will not be able to process your request if you do not do so.**

**If there is not enough room on the form, please continue on clearly marked additional sheets.**

**Please email your completed form to** **boe-appeals@leedsbeckett.ac.uk****. You can also post your form to: Student Appeals, Room 101, Old Broadcasting House, Woodhouse Lane, Leeds LS2 9EN.**

**If your submission is more than 15 working days after the publication of your results, you must complete Section B overleaf. Failure to do so may result in the immediate rejection of your appeal.**

**SECTION A**

**Personal Details**

Family Name:

First Name:

Student ID Number:

**Scheme/Course Details**

Name of Scheme or Course:

School:

Date Results Available:

**Application Details:**

Date of Submission of Application:

Are you graduating from YES/NO\* What is your level of study?

the University this year?

Are you subject to Tier 4 visa restrictions? YES/NO\*

**Contact Details:**

E-mail address:

Postal address including postcode:

Phone number:

**SECTION B**

**LATE SUBMISSION (INCLUDING EXTENSIONS)**

If this application is out of time (i.e. submitted more than 15 working days after the publication of your results) you **MUST** answer whichever of the following questions is applicable to your application. PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER IF NECESSARY.

1. Did you request an extension for the submission of your Request for an Appeal Hearing? YES/NO

2. If the answer was no, please explain why.

Late submissions, including failure to ask for an extension, will normally be rejected and will only be accepted where serious and valid reasons are evidenced.

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**Please read the guidance notes at the end of this form before completing Sections C - E**

**SECTION C**

**Grounds for Appeal Hearing**

Under which grounds are you submitting your request for an appeal hearing:

G1 Computational Error YES/NO\*

G2 Material Procedural or Administrative Error YES/NO\*

G3 Course Management Deficiencies YES/NO\*

G4 Previously Undisclosed Extenuating Circumstances YES/NO\*

**SECTION D**

**Student Union Advice Service**

Have you taken advice from the Student Union Advice Service? YES/NO\*

Do you want the Student Union Advice Service copied into any correspondence? YES/NO\*

**SECTION E**

**Overall Remedy**

What overall remedy would you like as a result of your appeal?

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**Nature of the Appeal**

**Summary**

Please provide a summary below of the main points you wish to raise in relation to your appeal and outline any steps that you have taken to try and resolve your issues prior to appealing. Please continue on a separate sheet, if necessary. Please refer to the guidance notes below and then answer the questions associated with the ground/s on which you are appealing. Please complete on another sheet of paper if necessary.

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**Evidence**

Please outline what evidence you have submitted to support your appeal request. If you cannot provide evidence, please explain why not. If you are unable to submit your evidence at the same time as your form, you must ensure that it is submitted within 5 working days of sending in your appeal request. Where necessary we will ask for originals of any copy documentation supplied.

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**Confidentiality**

It may be necessary to discuss details of your case with other staff members in order to investigate your case properly. This will be done with consideration and confidentiality and information will only be shared when absolutely necessary. By submitting this form, you are agreeing that your case can be discussed with appropriate staff members.

**Declaration**

I have filled in the form(s) describing the grounds on which I am seeking an Appeal Hearing, and have indicated or enclosed evidence as required. I am submitting this Request for an Appeal Hearing.

Signed: Date:

**Tick the box to confirm you have read and understood the Guidance Notes when completing this form** [ ]

**Please note the following university regulation:**

**9.2.10 Student Responsibilities**

It is the responsibility of the student to:

• Ascertain his or her assessment outcomes

• Submit all documentation required in respect of the appeal process

• Submit any evidence connected with the appeal process

• Arrange for accompaniment or representation (if required)

* Provide accurate details of contact address, e-mail address (if available) and telephone number

**GUIDANCE NOTES**

**9.3.5 G1 – COMPUTATIONAL ERROR -Details of Grounds of Appeal**

A student who has reason to believe that a computational error has been made in respect of their results, should lodge a Request for an Appeal Hearing stating:

• The reasons for the belief that a computational error has taken place

• What they think the computation should have been

**9.3.6 G2 - MATERIAL PROCEDURAL OR ADMINISTRATIVE ERROR - Details of Grounds of Appeal**

An Appeal Hearing on the grounds of material or administrative procedural error might arise in relation to concerns about:

• The conduct of assessments or examinations

• The proceedings of a Module Board, Progression and Award Board, Research Degrees Sub-Committee or Academic Misconduct Board.

A student who has reason to believe that a material procedural or administrative error has been made, should lodge a Request for an Appeal Hearing, stating:

* Details of the procedural or administrative error which they believe has occurred
* In what way this was material to the determination of their results
* In what way they feel disadvantaged on account of this alleged error
* What evidence there is of the error, and, if available, evidence of adverse consequences of it.

**9.3.7 G3 – COURSE MANAGEMENT DEFICIENCIES - Details of Ground of Appeal**

The University expects that students will seek to have any perceived deficiencies in the management of the course of study rectified through the available mechanisms or procedures at the time when they were thought to have occurred.

A student seeking an Appeal Hearing on the grounds of material deficiencies in the management of a course, or any component of a course, should lodge a Request for an Appeal Hearing stating:

* Details of the alleged deficiencies
* The time when they took place
* In what way these deficiencies were material to the determination of his or her results
* In what way they feel disadvantaged on account of this alleged irregularity
* What action the student took to have these deficiencies rectified and the outcome of this

Or (as relevant)

* Why the student did not seek to rectify the deficiencies through course mechanisms or other University procedures.

Permission for an Appeal Hearing to take place on the grounds of course management deficiencies will be granted only where the student can show one of the following:

* The mechanisms available within the management of the course were not made available to them
* That the mechanisms did not remedy the deficiencies
* That there were valid reasons why they did not use these mechanisms
* That there were valid reasons why the concern was not raised through other University procedures.

**9.3.8 G4 – PREVIOUSLY UNDISCLOSED EXTENUATING CIRCUMSTANCES - Details of Ground of Appeal**

The University expects that any extenuating circumstances which a student wishes to have taken into account are disclosed prior to the meeting of a Module Board, Progression and Award Board, Research Degrees Sub-Committee or Academic Misconduct Board acting in accordance with the academic regulations of the University. For extenuating circumstances to be considered at an Appeal Hearing, evidence needs to be produced by the student showing that they were:

• unable to do this

or

• For valid reasons, unwilling to do this.

Simple unwillingness to disclose personal circumstances is insufficient for permission for an Appeal Hearing to be given on these grounds. For a claim of valid reasons for non-disclosure to be accepted, it is normally expected that:

* The circumstances themselves were exceptionally serious, or had an exceptionally serious impact on the student’s academic performance;

*And*

* There were substantial and grave reasons why the student was unwilling to disclose them.

A student who seeks an Appeal Hearing on the grounds that previously undisclosed extenuating circumstances have adversely affected their results, should lodge a Request for an Appeal Hearing stating:

* The nature of the extenuating circumstances
* Evidence of the extenuating circumstances
* The reasons why they were unable to submit these prior to the meeting of the Module Board, Progression and Award Board, Research Degrees Sub-Committee or Academic Misconduct Board, and evidence of the reasons

Or (as relevant)

* The reasons why they were unwilling to do this, and any supporting evidence for this claim.