**LEEDS BECKETT UNIVERSITY** For office use: 2021/

Registrar & Secretary’s Office

**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 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.**

**Please include all evidence that you would like to be considered with your appeal. If you do not include this, the appeal may be considered without this. If there is not enough room on the form, please continue on clearly marked additional sheets.**

**Please email your completed form along with all relevant evidence to** **boe-appeals@leedsbeckett.ac.uk****.**

**The Casework Team can be reached at 0113 812 1742. However, if you need advice, please contact the Students’ Union** **at 0113 812 8400 or by email at** **suadvice@leedsbeckett.ac.uk****.**

**SECTION A**

**Personal Details**

|  |  |
| --- | --- |
| **Family Name:** |  |
| **First Name:** |  |
| **Student ID Number:** |  |

**Course and Module Details**

|  |  |
| --- | --- |
| **School:** |  |
| **Research Area:** |  |
| **Date Results Available:** |  |

**Application Details:**

|  |  |
| --- | --- |
| **Date of Submission of Application:** |  |
| **Are you graduating from the University this year?** | Choose an item. |
| **Are you subject to Tier 4 visa restrictions?** | Choose an item. |
| **What is your level of study?** | Choose an item. |

**Contact Details:**

|  |  |
| --- | --- |
| **Preferred Email Address:** |  |
| **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 Procedural Irregularity** | Choose an item. |
| **G2 Inadequate Supervision** | Choose an item. |
| **G3 Unfair or Improper Assessment** | Choose an item. |
| **G4 Previously Undisclosed Extenuating Circumstances** | Choose an item. |

**SECTION D**

**Student Union Advice Service**

Have you taken advice from the Student Union Advice Service? Choose an item.

Do you want the Student Union Advice Service copied into any correspondence? Choose an item.

**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 enclosed all relevant 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. G1 – PROCEDURAL IRREGULARITY -Details of Grounds of Appeal**

An Appeal Hearing on the ground of procedural irregularity might arise in relation to concerns about:

* The conduct of a viva voce or progression meeting (Suggest amended order: The Conduct of a Confirmation of Registration meeting, a Progression meeting or a viva voce examination.
* The proceedings of the Research Degrees Sub-Committee

A student who has reason to believe that a procedural irregularity has occurred should submit a Request for an Appeal stating:

* details of the procedural irregularity which they believe has occurred
* in what way this has affected the determination of their results
* in what way they believe they were disadvantaged as a result of the irregularity
* what evidence there is of the error and, if available, evidence of any adverse consequences.

**9. G2 – INADEQUATE SUPERVISION - Details of Grounds of Appeal**

The University expects that research students will seek to have any perceived deficiencies in supervision rectified through the available mechanisms at the time that they were believed to have occurred.

A student seeking an Appeal Hearing on the ground of inadequate supervision should submit a Request for an Appeal Hearing stating:

* details of the alleged inadequacies
* when they occurred
* in what way these inadequacies were material to the determination of their results
* in what way they believe they have been disadvantaged by the supervision
* what action the student took to have these issues rectified and the outcome of this action

or (as relevant)

* why the student did not seek to rectify the inadequacies through the available mechanisms and University procedures.

Permission for an Appeal Hearing on the ground of inadequate supervision will only be granted where the student can show one of the following:

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

**9. G3 – UNFAIR OR IMPROPER ASSESSMENT - Details of Ground of Appeal**

Students may not challenge the academic judgement of their supervisory team, internal and external examiners or the Research Degrees Sub-Committee.

A student seeking an Appeal Hearing on the ground of unfair or improper assessment should submit a Request for an Appeal Hearing stating:

* details of when the assessment took place
* why they believe that there was unfair or improper assessment on the part of one or more of the examiners
* in what way the conduct of the assessment was material to the determination of their results.

Permission for an Appeal Hearing on this ground will only be granted where the student provides evidence of unfair or improper assessment on the part of one or more of the examiners or decision makers at assessment points leading to final examination (e.g. Confirmation of Registration, or Progression meeting).

**9. 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.