

UNIVERSITY OF LEICESTER

APPEAL FORM FOR POSTGRADUATE STUDENTS

You must use this form if you have been notified by the University that in the light of your failure to meet the assessment requirements of your degree

- your registration at the University has been terminated, or
- you have been awarded or transferred to a lower qualification than that for which you were registered

and you believe you have grounds for appealing against this decision.

Advice on the appeals procedure and on the completion of this form can be obtained from the Education Unit, Students' Union (tel: +44 (0)116 223 1228, e-mail: educationunit@le.ac.uk)

The form must be printed off (if being completed on-line) and posted to the Head of the Quality Office (Fielding Johnson Building, University of Leicester, University Road, Leicester LE1 7RH, UK) or delivered by hand to the Quality Office or the Fielding Johnson Building Reception Desk

Section 1. Cover sheet

Student Number _____ Title (Mr, Miss, etc) _____

Family name _____

First name(s) _____

Contact address:

- Formal communications about the appeal will be conducted by post and the address you give below is where correspondence relating to the appeal will be sent. Certain communications may also be sent by e-mail so please supply an e-mail address which can be used for this purpose.
- Please notify the Quality Office without delay of any change of address during the appeal period.

E-mail address _____

Contact telephone number(s), including mobile number

Programme of study

Date you started
your studies

Your signature _____

Date of submission
of appeal

Section 2. Grounds for appeal

You may only appeal if:

- (a) *you are in a possession of evidence about the reasons for your academic performance which was not available to the Board of Examiners at the time its decision was made, or was only partially available (for example, if additional medical evidence has been obtained);*
- (b) *there appears to you to have been a procedural irregularity in the conduct of the assessment process;*
- (c) *there appears to you to be evidence of prejudice or bias in the conduct of the assessment process.*

You must complete the text boxes below to indicate the grounds on which your appeal is based. You can complete more than one box if you feel this is appropriate. Please continue on a separate sheet if necessary.

Evidence to support your claims must be submitted with this appeal form.

- (a) *You are in a possession of evidence about the reasons for your assessment performance which was not available to the Board of Examiners, or which was only partially available.*

You should only complete these boxes if you have genuine new evidence. If you submitted evidence before the meeting of the Board of Examiners but feel that it has not been adequately taken into account, this is a potential procedural irregularity and you should complete box (b) below.

INFORMATION REQUIRED:

- (i) You should give details of the specific examinations/assessments affected by the adverse circumstances you are describing, and enclose relevant support evidence, including medical certificates if appropriate.

- (ii) You should also explain why it was not possible to inform your department about these circumstances before the Board of Examiners met.

- (b) *There appears to you to have been a procedural irregularity in the conduct of the assessment process.*

A 'procedural irregularity' means that the examining and assessment process was not conducted according to the University's approved procedures. Examples might include errors in an examination question paper, or with the administration of an examination, or a failure to calculate the marks correctly, or to consider any mitigating circumstances submitted by you before the due date.

INFORMATION REQUIRED:

You should give details of the specific examinations/assessments affected by the perceived irregularity, and set out in full the grounds for your concerns.

- (c) *There appears to you to be evidence of prejudice or bias in the conduct of the assessment process.*

You should provide evidence to substantiate any claims of prejudice or bias, and the details of the specific examinations/assessments affected by either or both of these. You should bear in mind, however, that:

- (i) the University's examinations are conducted anonymously in order to prevent such occurrences;
- (ii) the complaints procedure exists to be utilised in relevant cases, and the panel will wish to know why any long-standing problems have not been aired in this context.

Please remember to enclose documentary evidence with this form. State in the box below the documents you have attached