

Academic Appeal Application Form

Request for the Review of a Decision of a Board of Examiners Application Form - Guidance

- Please note that all applications relating to Academic Appeals should be submitted within 20 working days of the formal publication of results.
- The information provided within this form will be used to decide whether your request for a review of a decision of the Board of Examiners should be considered further.
- No letter of appeal is required – this Application Form should provide all the information in relation to your request for a review.
- Forms can be submitted via email, posted or hand delivered (please see last page for details)
- If submitting by email please ensure that you attach any documentary evidence.
- If you are submitting this form in paper format please clearly label and attach any documentary evidence on separate sheet (s)
- Where photocopies of documents are submitted you may be asked to provide sight of the original documents in order to verify their authenticity
- You should complete all relevant sections as any omissions may result in a delay with your application being processed.

1. Personal Details

Name: Please provide in full (as detailed on your student card)	
Date of Birth:	
Student Number: (As detailed on your student card)	
Address for Correspondence:	
Telephone Number: (Please provide the best number we can contact you on)	
Email address:	

2. Course Information

Programme of Study: (e.g. FD Health & Wellbeing)	
Year of Study: (e.g. year 1)	
Mode of Study: (full-time or part-time)	

3. Assessment Appeal Information

Date of publication of results: (this is important information and must be included – this date can be found on your results letter)	
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Please detail which results you are wishing to appeal against: *(please tick box(es) as appropriate)*

Award Classification *(final year only)* ☐

Individual Module Results *(please detail module titles below)* ☐

4. Your Preferred Outcome

Please indicate below what outcome you would like to see as a result of this application. *(e.g. do you want to be allowed a further attempt at a module or modules?)*

5. Support and Advice

If you have sought advice from the Students' Union or a Guidance Officer, could you please state the name of the person who provided you with support and advice with this application.

Do you give permission to discuss your case with the above person? *(please tick the appropriate box)*

Yes ☐

No ☐

6. Grounds for Appeal

Please indicate whether you are applying on grounds of **Incapacity**, **Maladministration** and or **Breach of Regulations** by ticking the appropriate box(es) and completing the corresponding section.

It is important that you provide as much information as possible.

6.1 Incapacity ☐

I wish to make an application on the grounds that my academic achievement or progression was affected by *incapacity* which clearly prevented me from submitting a Mitigating Circumstances Form in time for due consideration by the relevant Mitigating Circumstances Panel, or I was genuinely unable to divulge such information before the Examination Committee/Board reached its decision.

Please outline the *incapacity* that prevented you from submitting your Mitigating Circumstances Form in time:

What were your mitigating circumstances?

Please explain the impact/effect these circumstances had on your academic performance:

Please list the evidence you have provided in support of this:

6.2 Maladministration ☐

I wish to make an application on the grounds that, based on evidence produced by myself or another person, my performance in an examination (or other assessment) was adversely affected by a material administrative error contributable to UCLeeds or to an agent acting on behalf of UCLeeds (**Maladministration**).

Please state the nature of the material administrative error and your evidence to support this?

What documents are included?

6.3 Breach of Regulations ☐

I wish to make an application on the grounds that my performance was adversely affected because an

examination (or other assessment) was not conducted in accordance with the current published Institute and University Regulations or the regulations for the academic programme (**Breach of Regulations**).

Which of the published regulations are relevant to your case?

Please give the title of the document and indicate the appropriate paragraphs or page numbers.
(You should note that all course documents are freely available for students to read on the UCLeeds website)

How did your assessment not comply with regulation(s) and what evidence/argument do you have to support this?

What documents are included?

7. Declaration

I declare that the information provided on this form and accompanying documentation is correct to the best of my knowledge.

I give consent that information contained in my application can be disclosed to those parties involved in my case. I also understand that anonymised data from this application will be used for statistical reports and all information provided in this form and accompanying documentation will be used in compliance with the Data Protection Act 1998. I confirm that I have read the Academic Appeals Regulations.

Signed:

Date:

Checklist

Before returning this form we advise that you have checked the following:

- You have read and understood the Academic Appeals Regulations
- You have completed all relevant sections on the Application Form
- You have clearly identified the ground(s) under which you are applying
- You have clearly labelled any accompanying sheets
- You have included all relevant documentary evidence to support your application (Please note that any evidence submitted late will only be accepted in exceptional circumstances)
- You have signed the Application Form (if submitting this electronically)

Please submit this form to:

HEQuality@ucleeds.ac.uk