**Academic Appeal Form (Higher Education)**

This Procedure may be used only when there are eligible grounds for doing so (as set out in section 3 of the Academic Appeal Procedure).

As set out within 2.2 of the Academic Appeal Procedure, disagreement with academic judgement is not grounds for appeal. Academic judgement is defined as being the decision made by academic staff on the quality of the work itself or the criteria being applied to mark the work. Academic appeals which seek to challenge academic judgement will not be considered, and therefore matters of academic judgement will not be grounds for appeal.

There are up to three stages in the appeals procedure. The first stage is informal. A student considering appealing should discuss the matter with their tutor, course Leader, Director of Undergraduate Studies/ Head of Postgraduate Studies or other appropriate person in the University before doing so in order to better understand the reason for the result or decision against which they wish to appeal. A formal appeal should only be submitted if a student remains dissatisfied once informal avenues have been exhausted.

**Important note for Level 6 and 7 students**

Please note that, as set out in 13.3.1 of the Academic Regulations, a student may not normally have a degree conferred which is the subject of an appeal until the appeals procedure has been concluded. An appeal would not normally be initiated once the degree has been conferred.

Level 6 or 7 students who wish for their degree to be conferred at a ceremony but who are considering whether or not to appeal are advised to seek advice immediately on receiving their result.

Completed forms should be sent to academicappeals@leeds-art.ac.uk. Assistance in completion of the form can be sought from the President of the Students’ Union or Deputy Academic Registrar (Quality & Standards).

**Section A: Student Details**

Forename(s):

Surname:

Course and Level of Study:

Correspondence Address:

Telephone/Mobile Number:

University Email Address:

**Section B: Details of Academic Appeal**

This procedure may be used by students who wish to appeal against the decisions of the Final Examination Board, including (but not limited to) the following (please indicate what you are appealing):

[ ]  a decision that the student be withdrawn from their course on grounds of unsatisfactory progress

[ ]  a requirement that the student suspend their studies on grounds of unsatisfactory progress or failure to meet academic or professional requirements

[ ]  the result of a formal assessment or the award of a particular degree classification

[ ]  Other, please specify:

**2.** Please indicate the **grounds** for academic appeal (grounds for appeal can be found in 3.1 of the Academic Appeal procedure):

[ ]  that there exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Final Examination Board and/or the extenuating circumstances panel may not have been made aware when the decision was taken and which might have had a material effect on the decision if they were made aware of them. If students wish to appeal on such grounds, they must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made.

[ ]  that there had been a material administrative error or procedural irregularity in the assessment process

**3.** Please state the details of your academic appeal, including dates of incidents or events if appropriate, with copies of any relevant documentation. If you are completing a paper copy of this form and require additional space, please continue on separate sheet(s) of paper and attach to the form.

**4.** Please explain the steps you have taken to resolve your academic appeal informally and attach copies of any relevant correspondence.

**5.** Please indicate, without prejudice, the nature of the outcome or further action which you are anticipating in the formal resolution of your appeal.

**Section C: Declaration**

I declare that the information provided by me on this form is a true and accurate reflection of events.

**Signed:** **Date:**

**Note:** In order to investigate your appeal fully, any member of staff referred to in the appeal will be made aware of the issues that you have raised and will have an opportunity to comment on them. If, for any reason, you feel compromised in making your appeal by this procedure please contact Deputy Academic Registrar (Quality Assurance & Standards) to discuss the nature of your appeal.