**Academic Appeal Form (Higher Education)**

Prior to taking a final decision as to whether to appeal or not, a student is advised to:

1. speak to their tutor and Course Leader/Subjects Leader or the Director – Undergraduate Studies/Head of Postgraduate Studies informally to attempt to resolve the issue
2. speak to the Deputy Academic Registrar (Quality and Standards) and seek further advice regarding the procedure
3. speak to the Students’ Union or Student Welfare for independent advice or support.

**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.

The completion and submission of this form initiates an Academic Appeal under the University’s Academic Regulations and the Academic Appeals Procedure. An academic appeal is defined as a request for a review of a decision of a Final Examination and Progression Board concerning the following matters:

1. final award
2. progression from one stage or level of the course to the next
3. assessment on the course

Under 13.2.3 of the Academic Regulations, disagreement with academic judgement cannot in itself constitute grounds for appeal i.e. an appeal cannot be made against academic judgement.

Completed forms should be sent for the attention of the Academic Registrar to [academicappeals@leeds-art.ac.uk](mailto: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**

|  |  |
| --- | --- |
| Surname:  (Please Print) |  |
| Forename(s):  (Please Print) |  |
| Course and Level of Study: |  |
| Correspondence Address: |  |
| Telephone/Mobile Number: |  |
| University Email Address: |  |

**Section B: Details of Academic Appeal**

**1.** Please indicate what you are appealing:

final award

progression from one stage or level of the course to the next

assessment on the course

**2.** Please indicate the **grounds** for academic appeal:

that performance was affected by factors which the student was unable, or for valid reasons unwilling, to divulge before the decision that causes dissatisfaction was reached;

that there has been a material administrative error or that the decision was not made in accordance with the current regulations for the course, or that some other material irregularity has occurred.

**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 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 & Standards) to discuss the nature of your appeal.