**Appeal Form: Compulsory Suspension of Studies**

* Use this form if you believe you have grounds for appealing against a decision by the Leicester Medical School to suspend your registration under the School’s Compulsory Suspension of Studies Policy which can be found in Blackboard. See Section 2 for eligible grounds for appeal;
* The deadline for submission of an appeal will be set out in your notification of suspension. Appeals submitted after the deadline will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate exceptional circumstances which you prevented from submitting the appeal by the deadline;
* Advice about the appeals procedure and making your case can be obtained from the Advice Service, Students’ Union (+44 (0)116 223 1132, advice@le.ac.uk. Note that the Advice Service cannot complete this form on your behalf.

**Section 1. Student Details**

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| **Student number:** | Click here to enter text. | **Title** (Mr, Miss, etc) | Click here to enter text. |

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| --- | --- | --- | --- |
| **First name(s)** | Click here to enter text. | **Family name/ surname** | Click here to enter text. |

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| **Course name:** | MBChB | **Course start date** (mm/yy): | Click here to enter text. |

|  |  |
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| **Current year of study** (e.g. 1st)**:** | Click here to enter text. |

**Contact details for correspondence relating to your appeal** (note: most communication will be via email):

|  |  |  |
| --- | --- | --- |
| Email address(es): | University email  | Click here to enter text. |
| Alternative email (e.g. gmail) | Click here to enter text. |
| Postal address: | Click here to enter text. |
|  | Click here to enter text. |
|  | Click here to enter text. |

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|  | Country | Click here to enter text. | Postcode/Zipcode | Click here to enter text. |

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| Telephone: | Click here to enter text. |

**Section 2. Grounds for Appeal**

**You may only appeal on the following grounds** [click relevant box(es) to select]:

1. that there were circumstances materially affecting your performance, for which supporting evidence exists, which were not known to the Leicester Medical School at the time its decision was taken and which it was not reasonably practicable for you to make known beforehand

[ ]  **New evidence of significant mitigating circumstances** (if you select this box, complete all boxes in section 3A);

1. that there appears to you to be evidence of procedural irregularities in the application of the Leicester Medical School Compulsory Suspension of Studies Policy and process of such a nature as to create a reasonable possibility that the result may have been different if it had not occurred

[ ]  **Evidence of procedural irregularities** (if you select this box, complete section 3B);

**Section 3. Appeal Details**

Use the relevant box(es) below to **explain** **in full** the grounds on which your appeal is based:

* Describe in detail the circumstances you wish to raise;
* Be specific about the dates of the circumstances upon which your claim is based;
* Include documentary evidence to support your claim, where appropriate.

**Failure to do so may result in your appeal not being considered.**

Note: the boxes will expand to accommodate your text.

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| **A** | **New Evidence of Significant Mitigating Circumstances** (complete all boxes in this section) |

Only complete this section if you have genuine new evidence.

If you submitted evidence before the decision to place your studies in suspense but believe it has not been adequately taken into account this is a potential procedural irregularity and you should complete box 3B.

1. **Detailed description of your claim**

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| --- |
| Click here to enter text. |

1. **Relevant third party evidence to support your appeal**List the documents you are submitting with this form (e.g. medical certificate, death certificate). Documentary evidence should be scanned and submitted electronically wherever possible.
* Medical evidence must be from a qualified medical practitioner.
* Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
* The evidence should be dated.

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| Click here to enter text. |

1. **Explanation of why it was not possible to inform the University about these circumstances before the suspension decision was made and evidence to substantiate your claim.** If there is no clear evidence for this your appeal may be rejected.

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| Click here to enter text. |

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| **B** | **Evidence of Procedural Irregularity** |

A ‘procedural irregularity’ means that the Compulsory Suspension of Studies process was not conducted according to the University’s approved procedures. Examples might include errors in notifying you of concerns about your case, or a failure to record matters correctly, or to consider any mitigating circumstances submitted by you before the due date.

1. **Detailed description of your claim**

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| --- |
| Click here to enter text. |

**Section 4. Checklist**

**All appeals:** Click box to select

[ ]  I have provided on/with this form **all** the information that I wish to be considered in relation to my appeal

**Additionally for appeals on the grounds of mitigating circumstances (appeal ground A):** Click box to select

[ ]  I have explained and provided evidence, where appropriate, of why it was not possible to inform my department earlier about the circumstances I have described (i.e. why I missed its deadline for the submission of mitigating circumstances claims).

[ ]  I have enclosed appropriate third party documentary evidence to substantiate my claim of mitigating circumstances. *Note*. Documentary evidence should be submitted electronically wherever possible.

**Section 5. Declaration**

*By submitting this form: I declare that the above information is accurate and true; I confirm that the details of this appeal are complete and can be passed on to the relevant University staff considering my appeal; I confirm have included relevant third party documentary evidence to support my case (where applicable).*

**Section 6. Submission of your appeal form**

Return your completed appeal form and supporting evidence to the email address given below.

**Appeals must be submitted electronically to**: AMappeals@le.ac.uk