**Academic Appeal Review Request Form**

## About using this form

Use this form if you have received the formal outcome to an academic appeal and you wish to request a review of that decision on the basis that either:

1. there is evidence of procedural irregularity in the initial consideration of your appeal,

and/or

1. there is evidence that was provided within your original appeal which it would appear has not been fully considered

and/or

1. there is new material evidence now available, which could not reasonably have been made available at an earlier stage in the appeal process.

Please note that these are the only permitted grounds for requesting a Review.

The review process checks that the original appeal process operated correctly. New grounds that were not raised in the original appeal and evidence which was available but was not provided in your initial appeal will **not** be considered as part of a review.

You do not need to restate your original appeal in your review request and should focus upon where you feel there is evidence of the appeal process not being followed correctly, or that issues or evidence in your original appeal were not taken into account, or the evidence now available that you were unable to provide previously and how you feel this may have impacted the initial outcome.

Please ensure you submit your request within **14 calendar days** of the date you received the outcome of your appeal. Review requests submitted after the deadline will be deemed to be out of time and will not be considered unless you submit clear documentary evidence that the University deems demonstrates that you were prevented from submitting the request by the deadline.

You must complete and submit the form yourself. Do not use a third party to complete or to submit the form on your behalf.

Please complete the form below and email it to [appeals@le.ac.uk](mailto:appeals@le.ac.uk). The boxes will expand to accommodate your text.

## About the appeals process

You are advised to consult the [Student and Academic Services appeals webpages](https://le.ac.uk/policies/regulations/appeals-complaints/academic-appeals) for further information about requests for reviews before completing this form. [Senate Regulation 10](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-10) is the formal regulation governing academic appeals.

You can also contact Education Services on +44 (0)116 252 2250 or [appeals@le.ac.uk](mailto:appeals@le.ac.uk) for clarification of the appeals process.

## Further advice

* Independent advice about the appeals procedure and making your case can be obtained from the Students’ Union Advice Service (+44 (0)116 223 1132, [advice@le.ac.uk](mailto:advice@le.ac.uk)).
* Note that the Advice Service cannot complete this form on your behalf.

## Section 1: Your details

**Name** Click or tap here to enter text.

**Title (Mr/Ms/Mrs/Miss etc.)** Click or tap here to enter text.

**Student number** Click or tap here to enter text.

**Have your contact details changed from those listed on your appeal form?**

Yes C*ommunication about your appeal will be via email, unless otherwise agreed.*

*Please provide the updated details below.*

No *Continue to section 2.*

**University e-mail address** Click or tap here to enter text.

**Alternative e-mail address** Click or tap here to enter text.

## Section 2: Eligibility for requesting a review

**Date of notification of the outcome of your appeal** Click or tap here to enter text.

Is your request being made within 14 days of the outcome of the formal academic appeal stage?

Yes *Continue to Section 3*

No *Use the box below to explain why it was not possible for you to submit your request for a review within the deadline. Please provide* ***documentary evidence*** *to support your explanation for the late submission.*

**Please note:**

Requests submitted after the deadline will be considered to be out of time and will not be considered unless you submit clear documentary evidence that the University deems demonstrates that you were prevented from submitting the request by the deadline.

Click or tap here to enter text.

## Section 3: Grounds for requesting a review. Select all that apply.

There is evidence of a procedural irregularity in the initial consideration of the appeal

**NOW COMPLETE PART 1 BELOW**

There is evidence of eligibility of the appeal provided within the original submission which it would appear has not been fully considered

**NOW COMPLETE PART 2 BELOW**

There is new material evidence now available, which could not reasonably have been made available at an earlier stage in the appeal process.

**NOW COMPLETE PART 3 BELOW**

**Please note:** New appeal grounds or evidence that was available to you but was not submitted as part of the original appeal will **not** be considered as part of a review.

Using your chosen grounds for requesting a review, please provide an explanation as to why you are not satisfied with the outcome of the formal academic appeal stage:

## PART 1 Evidence of procedural irregularity

|  |
| --- |
| **What was the procedural irregularity?**   * *What is the evidence of procedural irregularity in the consideration of the appeal?* * *How does this evidence support your request for a review of your appeal?*   *Use a new row for each different issue you wish to raise. Add additional rows where required.*  *Maximum 200 words per row.* |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

## PART 2 Evidence provided within the original appeal submission which it would appear has not been fully considered

|  |
| --- |
| **What evidence that you provided within your original appeal submission appears not to have been fully considered?**   * *How do you believe this has affected the decision reached?*   *Use a new row for each different issue you wish to raise. Add additional rows where required.*  *Maximum 200 words per row.* |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

## PART 3 New material evidence now available, which could not reasonably have been made available at an earlier stage in the appeal process

|  |
| --- |
| **What new evidence are you providing with this request for a review of your appeal?**   * *Why could this not have been provided with your initial appeal?* * *How do you believe this would affect the decision reached?*   *Use a new row for each different item of evidence provided.*  *Add additional rows where required.*  *Maximum 200 words per row.* |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

## Section 4: Declaration

**By submitting this form:** *I declare that the above information is accurate and true;*

*I give consent for the details of this appeal review request to be passed on to the relevant University staff considering my appeal;*

*In line with the* [*Student Information privacy notice*](https://le.ac.uk/policies/privacy/students/student-information)*, I confirm that by providing information via the academic appeal process, I am providing consent for information to be shared for the purposes of the provision of student support;*

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

*I confirm that I have completed and submitted this appeal myself.*

**Date of submission:** Click or tap here to enter text.

**Please email your completed form and any supporting evidence to**

[**appeals@le.ac.uk**](mailto:appeals@le.ac.uk)