**Before completing this form:**

Please read the [supplementary notes](#_Student_supplementary_notes) on page 5.

Students are advised to access and familiarise themselves with the [Appeals Policy and Procedure](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstudent.londonmet.ac.uk%2Fmedia%2Flondon-metropolitan-university%2Flondon-met-documents%2Fprofessional-service-departments%2Facademic-registry%2FAppeals-Policy-and-Procedure-2023-24.docx&wdOrigin=BROWSELINK) of the academic year to which their appeal relates.

The Appeals process is based on evidence. Students **must include** all relevant, independent supporting evidence, as appropriate, to support their appeal.

An appeal in respect of an academic or professional judgment; that is, a decision made on the quality of an assessment, when arrived at through due process, will not be considered.

The Appeals process cannot be used to raise a complaint about the University, its courses, services, or individuals concerned in their delivery. Instead, in such instances, please refer to the [Complaints Policy and Procedure](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/complaints-procedure/).

Students submitting an appeal may wish to obtain advice and support from the [Students’ Union](https://www.londonmetsu.org.uk/) prior to completing the appeal form.

This form should be received in person at your [School Office](https://student.londonmet.ac.uk/school-offices/), by email to the Student Casework Office or by post within **10 working days** of the date of the publication of result(s) of the assessment(s) concerned or **10 working** **days** of the notification of the Engagement Review Panel outcome or Assessment Board decision.

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| **Please complete all questions as instructed to avoid delay**  |
| **Part A - Student Details** |
| **1** | Family Name:  |  | Student ID:  |
| First Name: |  | Course Title: |
| Address: |  |
| Email Address: |
| Contact Number: |
| **2** | **Group Appeal**If this is a group appeal, you are permitted to provide an individual statement raising shared, and where relevant, individual concerns in relation to your appeal.  |
| Is this a group appeal? | Yes [ ]  No [ ]  |
| Please list the names of all appellants and the appointed group representative (maximum of 2).  |
| **3** | **Disability** |
| Do you have a disability?  | Yes [ ]  No [ ]   |
| If you have an existing INAR (Individual Needs Assessment Report), do you give us permission to obtain relevant information from DDS (Disabilities and Dyslexia Service)? Note: you **do not have to** give permission- however, Casework Office may continue to process your appeal **without** taking your INAR into consideration. | Yes [ ]  No [ ]  |
| Will you require support or adjustments at any stage during the appeals process? | Yes [ ]  No [ ]  |
| If yes, please provide details of your requirements here – (you **do not have to** disclose the nature of your disability)  |
| **Part B – What are you appealing against?** |
| **4** | **Please indicate what you are appealing against:** | A procedural error relating to the marking, supervision or recording of an assessment and/or unfair means of assessment [ ]  **(Complete 4a and Part C below)**Non-Submission of coursework/Non-Attendance exam/test/presentation [ ] **(Complete 4a and Part C below)**Termination of your student status [ ] **(complete Part C below)**  |
| **4a** | **Please list ALL affected components** (only listed components will be considered) |
| Module Code **and** Title | Component:(i.e., 001, 002) | Exam date/Coursework deadline date | If an exam/in-class test, did you attend?If coursework, did you submit? |
|  |  |  | Yes [ ]  No [ ]  |
|  |  |  | Yes [ ]  No [ ]  |
|  |  |  | Yes [ ]  No [ ]  |
|  |  |  | Yes [ ]  No [ ]  |
|  |  |  | Yes [ ]  No [ ]  |
|  |  |  | Yes [ ]  No [ ]  |
| Please continue on separate sheet if necessary.  |
| **Part C - Grounds of Appeal** |
| **5** | Please indicate the ground(s) which you are appealing: |
| **a** | The University did not act in accordance with the relevant Academic Regulations and/or Procedures Yes [ ]  |
| **b** | You had been affected by circumstances which had a significant impact, but which, for good reason, you had previously been unable to disclose via the appropriate University Procedures Yes [ ]   |
| Please state the circumstances that occurred, including date(s) and duration: |
| Undisclosed circumstances  | Date(s) | Duration |
|  |  |  |
| **c** | The Assessment Board or Engagement Review Panel did not act in a way which was reasonable. In this context, reasonable shall be taken to mean that the decision was not a possible conclusion that a similar meeting of the Board or Panel might have reached. Yes [ ]   |
| **6** | Please **explain** below **why** you have selected the ground(s) for appeal under 5a, 5b or 5c above: (Please refer to the supplementary notes below)Please continue on separate sheet if necessary. |
| **7** | If you were unable to submit this form at the specified deadline, please explain your reason(s) below: |
|  |  |
| **8** | Have you evidence to support your grounds for your appeal?Yes [ ]  No [ ]  What type of evidence are you submitting? This list is non-exhaustive, therefore please select Other, if the type of evidence you can provide is not listed. Please select from the below **and** attach (in an email to casework@londonmet.ac.uk) any evidence you wish to rely on for your appeal:[ ]  Medical evidence of impact, such as letter from a doctor, fit note or letter from another medical professional or health care provider. [ ]  Statement of support from staff member who is familiar with the circumstances, at the time that they occurred. [ ]  Death certificate, obituary, coroner’s report or evidence of bereavement.[ ]  Supporting evidence of crime report such as a statement from solicitor or police, for example.[ ]  Letter from a professional (such as a teacher or social worker) demonstrating significant the impact of circumstances.[ ]  Summons to attend court.[ ]  Letter from local council or housing provider.[ ]  Evidence relating to assessment and marking such as marking and feedback or correspondence related to assessment procedures. [ ]  Evidence relating to INAR or needs assessment. [ ]  OtherIf Other, what are you providing?Please note the above list is non-exhaustive, however all evidence must be verifiable. In most cases, photos and videos are unlikely to be verifiable evidence and therefore not accepted. We may request permission to verify the authenticity of the evidence from the third party where necessary.Have you submitted everything you wish to rely on in evidence of your appeal?Yes [ ]  No [ ]   |
| **9** | Student Signature: | Date: |

Please read the following statements and sign or type your full name to indicate your agreement.

* I have read and understood the Appeals Policy and Procedure.
* I have provided **all** the evidence that I wish to rely on in this appeal.
* All the information provided on this form as well as any additional documentary evidence I have provided, is an accurate and true reflection of the situation that led to the appeal outlined above.
* I consent to the University sharing the information on this form (and accompanying evidence) with such members of the University and external bodies as may be relevant for the investigation.

I am aware that, regardless of the outcome of this appeal, this paperwork will be retained by the University in accordance with the University’s Records Retention Schedule.

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| **Student supplementary notes for completing this form:** |

The appeal form can be submitted in person to your [School Office](https://student.londonmet.ac.uk/school-offices/), by email to the Student Casework Office, or if by post to: The Student Casework Office, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB, to **arrive by the deadline stated on Page 1.** The University does not accept responsibility for the receipt or late delivery of appeals submitted by post.

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| **Part A – Student Details** |

**1 Student Details**

Please complete your details in full. All correspondence will normally be sent to your university email address unless you no longer have access to your university account.

**2 Group Appeals**

The group are advised to appoint a group representative (maximum 2) to facilitate communications. Students are permitted to provide individual statements raising shared and where relevant individual concerns in relation to the appeal. An appeal will be responded to individually. Contact details of each appellant should be included on the appeal form.

**3** **Students with Disabilities**

Section 3 asks you to inform us if you have a disability. By ‘disability’ we mean: Specific Learning Difficulties (SpLDs) such as Dyslexia or Dyspraxia, physical or sensory disabilities and long-term medical conditions, including mental health difficulties.

You do not need to disclose your disability, but it will help us to support or make reasonable adjustments to the appeals process if you tell us what support you usually need. By sharing this information, we may, contact the [University Disabilities and Dyslexia Service](https://student.londonmet.ac.uk/life-at-london-met/wellbeing-at-london-met/disabilities-and-dyslexia-service-dds/) to discuss your requirements.

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| **Part B – What are you appealing against?** |

**4** Please clearly indicate the decision you are appealing against. It could be an Assessment Board or Engagement Review Panel decision, the University has not acted in accordance with Academic Regulations or Procedures, or you had been affected by circumstances which had significant impact, but you had previously been unable to disclose via the appropriate University procedures.

**4a Appeals against Decisions of Assessment Board**

Please clearly indicate each of the modules and components that may have been affected. You should also include the deadline date(s). If the affected component was an exam, an in-class test, or presentation please indicate whether you attended. If the affected component was coursework, please indicate whether you submitted.

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| **Part C – Grounds of appeal** |

**5a**

The University did not act in accordance with the relevant Academic Regulations and/or Procedures.

**5b**

The student had been affected by circumstances which had significant impact, but which, for good reason, they had previously been unable to disclose via the appropriate University procedures

**5c**

The Assessment Board or Engagement Review Panel did not act in a way which was reasonable. In this context reasonable shall be taken to mean that the decision was not a possible conclusion that a similar meeting of the Board or Panel might have reached.

**6 Please explain the grounds you have appealed against.**

Please use this section to clearly state the ground(s) of your appeal. It is important that your statement is clear and concise as your appeal (if valid and in accordance with the Regulations) will be considered on the basis of your written statement and supporting evidence.

You are only required to provide details and evidence in the supporting statement that are relevant to you and the ground(s) you are appealing. You will need to explain any factors which you consider may have adversely affected an Assessment Board or Engagement Review Panel decision related to assessment results, academic progression and/or award.

**5a - The University did not act in accordance with the relevant Academic.**

 **Regulations and/or Procedures**

This ground includes where the University did not act in accordance with part of the relevant Academic Regulations, Procedures and/or assessment process and that these actions differed significantly.

**5b - The student had been affected by circumstances which had significant.**

 **impact, but which, for good reason, they had previously been unable to**

 **disclose via the appropriate University procedures.**

If your appeal is based on this ground, you must explain and evidence how the circumstances had a significant impact and the reasons why you were unable to previously disclose these circumstances via other University Procedures, for instance, under Section 12 (Mitigating Circumstances) of the 2022/23 Academic Regulations or a reason as to why the evidence was not available at the time to support the claim.

**5c - The Assessment Board or Engagement Review Panel did not act in a way.**

 **which was reasonable. In this context reasonable shall be taken to mean**

 **that the decision was not a possible conclusion that a similar meeting of**

 **the Board or Panel might have reached.**

If your appeal is based on this ground, you must explain and demonstrate the way in which the Assessment Board or Engagement Review Panel did not act in a way which was reasonable, and the decision reached was not a possible conclusion that a similar meeting of the Board or Panel might have reached.

**7 If you were unable to submit your appeal by the deadline.**

Appeals received after the deadline will be rejected unless there is good reason and independent evidence to support the details provided in your statement for any period of delay.

**8 Evidence supplied to support your appeal.**

Appeals are considered on the merits of the evidence that is submitted as this is evidence-based process. Therefore, it is important that all the evidence that you wish to rely on is submitted at this stage. Evidence that is available to you at the time of submitting your appeal will not normally be considered as new evidence at the Appeal Review Stage.

The evidence must be relevant, independent and support the details written in your statement. It should also demonstrate that you met the grounds(s) of appeal.

Examples of the evidence that can be provided include but which are not limited to: relevant correspondence, course or service documentation, expert or professional letters or reports for instance from a General Practitioner (GP) or medical consultant.

Students submitting an appeal may also wish to obtain advice and support from the [Students Union](https://www.londonmetsu.org.uk/) by contacting theadviceservice.su@londonmet.ac.uk