

**APPEAL FORM
PROCEDURAL DEFECT APPEAL OR
TERMINATION OF STUDENT REGISTRATION**

The information on this form is confidential

Before completing this form:

Please read the [supplementary notes](#) on page 4.

Students are advised to access and familiarise themselves with the Appeals Procedure under the [General Student Regulations](#) of the academic year to which their appeal relates.

Students submitting an appeal may wish to obtain advice and support from the [Students' Union](#) prior to completing the appeal form.

Please keep a copy for your records.

This form should be received in person at the [Student Hub](#), by email to the [Student Casework Office](#) or by post within **ten working days** of the date of the publication of result(s) of the assessment(s) concerned or **ten working days** from the date of the termination of registration.

Part A - Student Details		
1	Surname/Family Name:	Student ID:
	Forename/First Name:	Course Title:
	Address:	
	Email Address:	
	Contact Number:	
2	Disability	
	Do you have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Will you require support or adjustments at any stage during the appeals process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?				
3	Please indicate what you are appealing against		Your assessment mark <input type="checkbox"/> complete 3a and Part C - 4a below	
			Termination of your student status <input type="checkbox"/> complete Part C - 4b below	
a	Procedural Defect			
	Please list ALL affected components (only listed components will be considered)			
	Module Code and Title	Component:	Exam date/Coursework deadline	If an exam/in-class test, did you attend?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
	Please continue on separate sheet if necessary.			
Part C - Grounds of Appeal				
4	Please indicate the ground(s) which you are appealing.			
a	Procedural defect			
	(i) Your academic performance was impaired in assessment(s) taken prior to being issued a University Internal Needs Assessment Report (INAR) approving assessment related adjustments. Yes <input type="checkbox"/>			
	(ii) The University did not act in accordance with the relevant Academic Regulations and/or Procedures in the provision and execution of the assessment process and that the failure to do so made the decision unfair. Yes <input type="checkbox"/>			
b	Termination of Student Registration (there are two grounds, please indicate which ground you are appealing– if both apply indicate this below).			
	The University did not act in accordance with the relevant Academic/General Student Regulations and/or Procedures in terminating your registration and failure to do so made the decision unfair. Yes <input type="checkbox"/>			

	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 <input type="checkbox"/>		
	Please state the circumstances that occurred, including date(s) and duration.		
	Undisclosed circumstances	Date(s)	Duration
5	Please explain below why the grounds for a procedural defect or a termination of student registration apply: (Please refer to the supplementary notes below)		
	Please continue on separate sheet if necessary.		
6	If you were unable to submit this form at the specified deadline, please explain your reason(s) below:		
7	Please list and attach any evidence you have provided to support your appeal:		
8	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 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.

Student supplementary notes for completing this form:

The appeal form can be submitted in person to your [Student Hub](#), 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.

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 Students with Disabilities

Section 2 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](#) to discuss your requirements.

Part B – What are you appealing against?

3 Please clearly indicate the decision you are appealing against. It could be an Assessment Board decision, or a decision to terminate your student registration under the following grounds:

3a Procedural Defect

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

Part C – Grounds of appeal

4a Procedural Defect

- The University did not act in accordance with the relevant Academic Regulations and/or Procedures in the provision and execution of the assessment process and that the failure to do so made the decision unfair.
- Your academic performance was impaired in assessment(s) taken prior to being issued a University Internal Needs Assessment Report (INAR) approving assessment related adjustments.

4b Termination of Student Registration

- The University did not act in accordance with the relevant Academic/General Student Regulations and/or Procedures in terminating your registration and failure to do so made the decision unfair.
- 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.

5 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 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 decision or a decision to terminate your student registration.

➤ Procedural Defect

A ground for a procedural defect appeal includes where the University did not act in accordance with the relevant Academic Regulations, Procedures and/or assessment process and failure to do so made the decision unfair, including assessment related adjustments.

If your Procedural Defect relates to a decision being unfair, for example, you perceive that the marking of your work/exam has been carried out in a biased way, or in a way that could reasonably be perceived as biased. You are expected to clearly state your reasons

and provide evidence to support your claim. Disagreeing with a mark is not, without justification, evidence that the marking process was biased.

➤ **Termination of Student Registration**

If your appeal is based on the ground of circumstances which for good reason you were unable to disclose via the appropriate University procedures. You must make clear why you could not submit a Mitigating Circumstances claim at the appropriate time. You will also need to explain and demonstrate how the circumstances **significantly** affected your ability to attend and/or engage with your studies at the time.

6 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.

7 Evidence supplied to support your appeal

As this is an evidence-based process, 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 under procedural defect or termination of student registration.

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.

Please refer to the [General Student Regulations](#) should you require further information about the Appeals Procedure. Students submitting an appeal may also wish to obtain advice and support from the [Students Union](#) by contacting studentsunion@londonmet.ac.uk