

**APPEAL REVIEW FORM
PROCEDURAL DEFECT
MITIGATING CIRCUMSTANCES 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 Regulations and Procedure](#) of the academic year to which their appeal relates. Please refer to Section 8A of the [Archive \(General Student Regulations\)](#) if your Appeal Review relates to the 2019/20 academic year or prior.

Students submitting an review 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 by the Executive Office within **10 working days** of the appeal decision(s) being sent.

Part A - Student Details		
1	Surname/Family Name:	Student ID:
	Forename/First Name:	Course Title:
	Address:	
	Email Address:	
	Contact Number:	
2	Group Appeal Review	
	If this is a group review, you are permitted to provide an individual statement raising shared, and where relevant, individual concerns in relation to your appeal review.	
	Is this a group review?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list the names of all appellants and the appointed group representative (maximum of 2).		

3	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 appeal review 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 – Appeal Outcome Letter:

Have you received an appeal outcome letter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please submit this with your review.	
If no, the Executive Office may contact you for further information or clarification.	

Part C - Grounds for review and supporting statement:

	Please select the ground(s) you consider eligible for review and use the space to provide details in support of your review.
4a	There was a serious procedural error (whether of this procedure prescribed by these regulations or of the requirements of natural justice) or other irregularity in the decision(s) reached that makes the decision unfair. Yes <input type="checkbox"/>
4b	The outcome did not take into consideration all the circumstances in which you could appeal against. Yes <input type="checkbox"/>
4c	You have new evidence that you could not reasonably have provided when submitting the appeal which would probably have had an important influence on the appeal outcome. Yes <input type="checkbox"/>
4d	You are providing additional evidence by way of written representation in response to the information sought by the Student Casework Office at the appeal stage. Yes <input type="checkbox"/>

Part D – Evidence supplied at the review stage:	
5	Please list and attach any new evidence you have supplied to support the review:
6	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 Appeal Regulations and Procedure.
- I have provided **all** the evidence that I wish to rely on in this review.
- 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 review 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 review, this paperwork will be retained by the University in accordance with the University's Records Retention Schedule.

Student supplementary notes for completing this form:

This form must be received within **10 working days** of the appeal decision being sent, that is the date the University informed you of the outcome.

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 Appeal Review

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 review. An appeal review will be responded to individually. Contact details of each appellant should be included on the review 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](#) to discuss your requirements.

Part B – Appeal Outcome Letter:

If you wish to proceed to the Review Stage, you must complete and submit an Appeal Review Form within **10 working days** of the date of the appeal outcome letter. Submitting the appeal outcome letter helps us identify whether the review was received within the regulatory time limits.

A late Appeal Review will only be considered in exceptional circumstances. You are expected to provide an explanation and where relevant any supporting evidence for a review submitted outside of the regulatory time limits.

Appeal Reviews will be handled with an appropriate level of confidentiality, with information released only to those who need it for the purposes of considering or responding to the appeal review.

Part C – Grounds for review and supporting statement:

Please use this section to clearly indicate the ground(s) for the basis of the review. It is important that the statement is clear and concise as your review (if valid and in accordance with the Regulations) will be considered on the basis of your written statement and where relevant new or additional evidence referred to in 4c and 4d below.

4a There was a serious procedural error (whether of this procedure prescribed by these regulations or of the requirements of natural justice) or other irregularity in the decision(s) reached that makes the decision unfair.

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 the evidence initially submitted with your appeal. Disagreeing with a mark for instance, is not without justification, evidence that the marking process was biased.

4b The outcome did not take into consideration all the circumstances in which the student could appeal against.

If the outcome did not consider all the circumstances in the appeal. You must clearly state the circumstances that were not considered at that stage. Further information can only be provided to demonstrate or clarify aspects of the appeal that were not taken into consideration.

4c The student has new evidence that they could not reasonably have provided when submitting the appeal which would probably have had an important influence on the appeal outcome.

If you have new evidence, you are expected to provide an explanation as to why the evidence is being submitted at this late stage of the procedure i.e. why the evidence could not be submitted at the appeal stage. Other than this, the Pro Vice-Chancellor shall not consider any evidence that was not provided when the appeal was submitted and a decision was reached.

4d You are providing additional evidence by way of written representation in response to the information sought by the Student Casework Office at the appeal stage.

If the Casework Office sought information, considered appropriate from staff members, other students or outside agencies when considering your appeal. You can respond to the information at this stage by way of written representation.

Part D – Evidence supplied at the review stage:

5 Evidence supplied to support your review

Please list the evidence provided to support the review. Evidence that could be provided at the time of an appeal will be rejected unless there is good reason and independent evidence to support details provided in your statement for any period of delay.

Examples of the evidence that can be provided include but are not limited to, relevant correspondence, course or service documentation, expert 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.