**[Loughborough University](http://www.lboro.ac.uk/)**

**Regulation IX Appeal Form**

Please use this form if you wish to submit an appeal against a decision to terminate your studies for failure to participate under paragraphs 22-25 of Regulation IX. Before submitting an appeal you should consult paragraphs 26–33 of Regulation IX at: <https://www.lboro.ac.uk/governance/regulations/9/current/>.

You must submit your appeal **within 10 working days** of being informed of the decision to terminate your studies for failure to participate.

Independent advice and guidance on submitting an appeal is available from Student Advice, in Loughborough Students’ Union - contact: [LSUAdvice@LSU.co.uk](mailto:LSUAdvice@LSU.co.uk). (Loughborough University London students should contact [LSULondonadvice@lsu.co.uk](mailto:LSULondonadvice@lsu.co.uk)).

1. **Personal Details**

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| **Title:** | **Surname:** | |
| **First name:** | | **Student ID Number:** |
| **Programme of Study:** | | |
| **Email address:** | | |

1. **Grounds for appeal** *(* ✓ *tick all that apply)*

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| (i) that there are mitigating circumstances relating to ill health or personal difficulties which you were not in a position to raise at an earlier stage |  |
| (ii) that the information held by the School/Department relating to your participation is incomplete or inaccurate and you were not in a position to correct this information at an earlier stage |  |
| (iii) that there is evidence of prejudice or bias on the part of the School/Department |  |

1. **Case for appeal**

Please provide below details of your case for appeal (continue on an additional sheet if necessary). It is important to include key dates and as much detail as possible and to relate your case to any supporting evidence listed in section 6 below.

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1. **Reasons for not alerting the University to your circumstances at an earlier stage**

If your appeal is based on ground i) or ii) above, that there are mitigating circumstances relating to ill health or personal difficulties which you were not in a position to raise at an earlier stage, or that the information held by the School/Department relating to your participation is incomplete or inaccurate and you were not in a position to correct this information at an earlier stage, please explain why you were not in a position to raise these issues at an earlier stage.

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**5. Outcome**

Please detail the outcome you are seeking in the event of your appeal being upheld.

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1. **Supporting evidence**

Please list any documents submitted in support of your appeal. Please note that appeals under Regulation IX will usually only be considered where they are accompanied by appropriate supporting evidence. Such evidence may include a medical certificate; a pro-forma from Student Services; a copy of a death certificate; a police incident number notification; a letter of confirmation from your Personal Tutor, Hall Warden or other appropriate third party. (This list is not exhaustive).

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1. **Signature**

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| --- | --- |
| **Signature:** |  |
| **Date:** |  |

Appeals should be submitted to the Academic Registrar electronically via [StudentAppeals@lboro.ac.uk](mailto:Studentappeals@lboro.ac.uk). (Please note that you may be required to submit original hard copy supporting documentation at a later stage).

Alternatively, appeals may be submitted in hard copy, as below:

- In person, at the Student Enquiries Counter in the Rutland Building, on the Loughborough Campus.

- By post to: **Academic Registrar (REGULATION IX APPEAL), c/o Student Enquiries, Rutland Building, Loughborough University, Loughborough, Leicestershire, LE11 3TU.** (Please note that if you submit your appeal by post, you should ensure you obtain proof of posting, so that you are able to demonstrate that it was submitted on time in the event of it not reaching the University prior to the deadline).

**Regardless of the method of submission, your appeal must reach the University no later than 10 working days after you receive the decision to termination your studies for failure to participate.**