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

**Regulation XIV Appeal Form**

Please use this form if you want to submit an appeal against the decision of a Programme or Review Board under Regulation XIV. Before submitting an appeal you **MUST**:

- Read the guidance at: <https://www.lboro.ac.uk/students/handbook/exams/appeals/>

- Read Regulation XIV at: <http://www.lboro.ac.uk/governance/regulations/14/current/>

**PLEASE ALSO READ THESE IMPORTANT NOTES BEFORE SUBMITTING AN APPEAL**:

i) Challenges to the academic judgement of the examiners cannot be accepted as grounds for appeal - i.e. you cannot argue that an examiner has been mistaken or come to an incorrect decision about the quality of your work. More information on challenging academic judgement is available at: <https://www.lboro.ac.uk/students/handbook/exams/appeals/>.

ii) If you submitted a Mitigating Circumstances claim that was upheld, and you are appealing because you have been awarded a marks increase but you would prefer to undertake Repeat First or Second Attempts, please contact your School/Department rather than submitting an appeal, as this issue can be addressed outside of the appeals process.

iii) Appeals must be submitted within **10 working days** of the publication of the decision of the Programme or Review Board. However:

- You are very strongly encouraged to discuss your situation with your School/Department and/or with University Support Services PRIOR TO SUBMITTING AN APPEAL. Doing this will not affect your right to submit an appeal later if you are not satisfied with the response, and a further 10 working day period for appeal from the last relevant communication from your School/Department or University Support Service will apply.

- You are also advised to seek independent guidance from LSU Advice in Loughborough Students’ Union BEFORE SUBMITTING AN APPEAL - contact: [LSUAdvice@LSU.co.uk](mailto:LSUAdvice@LSU.co.uk) (Loughborough campus) or [LSULondonadvice@lsu.co.uk](mailto:LSULondonadvice@lsu.co.uk) (LU London campus).

1. **Personal Details**

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

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

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| 1. (i) that there were serious circumstances affecting the student of which the Programme Board or Review Board was not made aware when it took its decision; |  |
| 1(ii) that there were procedural irregularities in the conduct of the assessment or of the Programme Board or Review Board; |  |
| 1(iii) that there is evidence of prejudice or bias against the candidate on the part of one or more of the Examiners which was not available at the Programme Board or Review Board. |  |

1. **Case for appeal**

Please provide below details of your case for appeal (continue on an additional sheet if necessary). It is important to: i) include **key dates**; ii) Provide as much detail as possible including how you feel your performance in **specific module assessments** was affected; iii) relate your case directly to any supporting evidence listed in section 6 below.

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1. **Reasons for not previously informing the University of your circumstances by submitting a Mitigating Circumstances claim**

Your appeal will only be considered if you had good cause for not informing the University of your circumstances by submitting an Mitigating Circumstances claim ([Mitigating Circumstances | Student Handbook | Loughborough University (lboro.ac.uk)](https://www.lboro.ac.uk/students/handbook/exams/exams-information/mitigatingcircumstances/)), or where the grounds for appeal arise out of the operation of the Programme or Review Board itself. Please therefore explain below why you have not previously submitted a Mitigating Circumstances claim in relation to the issues described in your appeal.

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1. **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 XIV will usually only be considered where they are accompanied by appropriate supporting evidence. Such evidence may be 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**

|  |  |
| --- | --- |
| **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 XIV 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 the publication of your results by the Programme Board or Review Board.**