**Regulation XIV Appeal Form**

This form must be used to submit an appeal against the decision of a Programme or Review Board under Regulation XIV.

**Before submitting an appeal**

Please read the **Regulation XIV Appeals guidance:** <https://www.lboro.ac.uk/students/handbook/exams/appeals/> and **Regulation XIV**: <http://www.lboro.ac.uk/governance/regulations/14/current/>

**Please note:**

1. Challenges to the academic judgement of the examiners (i.e. you believe your work deserved a higher mark) **cannot** be accepted as grounds for appeal. If you think there is an admin error (e.g. you are missing a mark), contact your School in the first instance.

1. If you have been awarded a marks increase following a successful Mitigating Circumstances claim but you would prefer to undertake a Repeat Attempt, please contact your School; this issue can be resolved without an appeal.
2. Appeals must be received 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 and/or with University support services **prior to submitting an appeal**. Doing this will not affect your right to submit an appeal if you are not satisfied with the response, and the 10 working day period will be paused from the point you contact your School/University support service until the last relevant communication you receive from them. For example, if you contact your School 5 working days after the publication of the Board decision, and you are in contact with your School about the issues in your appeal for a further 3 working days, you will have 5 more working days from that point to submit an appeal.
* 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) (London campus).

**How to complete and submit the form**

Follow the guidance in the form and provide clear answers for each section. If possible, please complete the form in Word; the boxes will expand to fit the content you are adding. If this is not possible, continue in a separate document and number the sections.

Your appeal and supporting documents should be sent via email to [**Studentappeals@mailbox.lboro.ac.uk**](mailto:Studentappeals@mailbox.lboro.ac.uk).

Alternatively, you may submit a paper copy of your documents:

- In person, at the **Student Records and Operations Counter** in the Rutland Building, Loughborough Campus, marked for the attention of the **Academic Registrar (Regulation XIV Appeal)**; or

- By post to: **Academic Registrar (Regulation XIV Appeal), Programme Quality and Teaching Partnerships, Academic Registry, Loughborough University, Loughborough, LE11 3TU.**

If you submit your appeal by post, you should obtain proof of postage in case the documents fail to reach the University prior to the deadline.

1. **Personal Details**

|  |  |
| --- | --- |
| Forename(s) |  |
| Surname |  |
| Student ID number |  |
| Programme |  |
| Email |  |

1. **Grounds for appeal (select all that apply)**

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| --- | --- | --- |
| 1.i | that there were serious circumstances affecting you 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 you 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**

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 your supporting evidence (section 6).

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| **Please explain the case for your appeal** |
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1. **Reasons for not previously informing the University of your circumstances by submitting a Mitigating Circumstances claim**

Your appeal will normally only be considered if you had good cause for not informing the University of your circumstances by submitting an MC claim (<https://www.lboro.ac.uk/students/handbook/assessments/assessment-information/mitigating-circumstances/>), or where the grounds for appeal arise out of the operation of the Programme or Review Board itself.

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| **Please explain why you did not submit an MC claim in relation to the issues described in your appeal.** |
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1. **Desired outcome**

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| **Please explain the outcome you are seeking if your appeal is upheld** |
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1. **List of supporting evidence**

Regulation XIV appeals will normally only be considered where they are accompanied by appropriate supporting evidence, such as a medical certificate; correspondence with 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.

Do not submit photographic evidence of injuries or illness.

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| **Please list any documents submitted to support your appeal** |
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**7. Signature (digital is acceptable)**

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| **I confirm that the information provided in this form is accurate** | |
| Signature |  |
| Date |  |