

OFFICE OF ACADEMIC APPEALS AND REGULATION

APPEALS AGAINST THE RESULTS OF UNIVERSITY EXAMINATIONS AND ASSESSMENTS

APPEAL SUBMISSION COVERSHEET

TITLE (e.g. Dr/Mr/Mrs/Miss/Ms/Other):

FIRST NAME(S):

SURNAME (Family Name):

ADDRESS[☐] (including postcode):

EMAIL ADDRESS[☐]:

MOBILE PHONE NO.:

SID NUMBER (e.g. 000-000-000):

DEGREE TITLE (e.g. BA, BSc, BEng, MSc, MEng):

PROGRAMME OF STUDY (e.g. English Language & Literature):

YEAR OF STUDY (e.g. 2nd Year/3-Year, 3rd Year (Finalist)):

F/T or P/T (e.g. Full-time, Part-time):

NAME OF PARENT DEPARTMENT (e.g. School of English):

DATE OF PUBLICATION OF RESULTS UNDER APPEAL (see Section 5 of the Procedure – an appeal must be received by the Office within 12-weeks of the publication of results of Examinations and Assessments):

Check List:

- A4 – use only paperclip, treasury tag, bulldog clip or elastic band (DO NOT BIND, DO NOT USE INDEX TABS)
- Single-sided
- Numbered consecutively (incl. appendices) in the top right-hand corner (e.g. 1/8, 2/8 through to 8/8 etc)
- 3 sets of documents

Signature: Date

*Please send to:
Dr C A G Brooks
Office of Academic Appeals & Regulation
Room 11.68, Level 11, E C Stoner Building
University of Leeds
Leeds LS2 9JT*

[☐] Any notification of change of postal/email address (form available at www.leeds.ac.uk/AAandR) must be received by the Office at least 5 working days in advance of any change. Where late notification is received it will be the appellant's responsibility to retrieve any documents already despatched to the address as previously notified.

[☐] Where an email address has been provided in hard copy form it will be used throughout the progress of the case to acknowledge receipt of documentation and as a form of verification where a student submits changes of information electronically (e.g. change of address, withdrawal of appeal etc). The Office cannot accept a change of email address via electronic mail, it can only be accepted in hard copy form (e.g. using the Change of Address form submitted in hard copy form with a signature).