GUIDE TO THE APPEAL PROCESS

If you intend to appeal you must read the full Appeals Procedure http://www.leeds.ac.uk/secretariat/student_cases.html which contains information not given in the guide below. Also, the Appeals Procedure is the definitive document and nothing that is in this Guide takes precedence over that which is in the Appeals Procedure.

After you have read the Appeals Procedure and this document if you have any questions you should contact the Secretariat (referred to in this guide as ‘the Office’) (0113 343 1276). Throughout the Appeals Procedure reference is made to ‘the appellant’. This is the student who is making the appeal.

The Procedure applies only to Taught Students. You can only appeal against a decision that has been published by the Board. You cannot appeal a provisional result. An examination or an assessment cannot be re-marked unless an appeal is made and is successful. A department cannot change a decision that has been published by the Board. You have a maximum of 12 weeks to submit an appeal (but see 3 and 7 below). You cannot graduate if you wish to appeal. If you make a case you will be asked to attend a meeting of the Committee on Applications. If you do not make a case the decision of the Board will stand and the appeal process within the University will be at an end. Once you choose to make an appeal all communications/submissions will be through the Office.

Academic Appeals (See Procedure Sections 1 and 4.1)

1. If you have serious cause for concern about your results, or award and/or classification or a decision of a Board of Examiners you may wish to consider an Academic Appeal. An appeal cannot be made against a provisional result.

2. The Appeals Procedure applies to students registered on taught programmes. An appeal must be made and pursued by you personally. Correspondence directly from third parties will not be accepted.

3. An Appeal can be made against a decision published by the Board of Examiners. A few examples of such decisions are as follows:

   (i) an individual mark for an examination or an assessed piece of work;
   (ii) an award and/or a classification (e.g. a Postgraduate Diploma rather than a Masters – Classified Honours, 2ii rather than 2i); and
   (iii) a decision that the student has failed the degree (having exhausted the resit opportunities and having failed to reach pass standard) and that he/she be required to withdraw from the programme of study.

Graduation, Certification/Transcript and Withdrawal of Appeal (See Procedure Sections 4.2 and 4.3)

4. If you wish to make an appeal you cannot graduate until the appeal is concluded. If an appeal is to be made you must inform the Ceremonies Section of Taught Student Administration (0113 343 3796 ceremonies@adm.leeds.ac.uk) immediately to ensure that the award is not conferred in absentia. If you attend a degree ceremony or the award is conferred in absentia the appeal will be at an end.

5. No certification or academic transcript will be supplied where the award and/or results are the subject of an appeal.

6. You will be allowed to proceed academically only as permitted by the decision of the Board. (For example, where the appeal is against the decision that you are not eligible
to progress to the next year of study and therefore must become an external student, then you will have to be external pending the outcome of your appeal.)

7. You can withdraw the appeal at any stage.

8. You must check the published Committee dates at the time of making an appeal and must make yourself available or advise the Office in advance of the dates on which you cannot attend a hearing.

**Deadlines** (See Procedure Section 5)

9. The absolute deadline for receipt of your Appeal is 12 weeks from the date of the publication (online on the Student Portal) of the decision against which you wish to appeal. An appeal submitted after the 12-week deadline will not be accepted. However, the following information must also be borne in mind:

   (i) For Summer results published in July and where you would wish to have your case considered and determined so as to allow graduation in the following December, your appeal must be submitted within 6 weeks.

   (ii) Appeals received after the 6-week deadline and before the 12-week maximum deadline will be accepted and progressed but the timescale will necessarily be extended. The determination of such cases will be as soon as is possible and will normally be in time for graduation the following July.

   (iii) For results published in September, November and January/February, the 6-week and 12-week deadlines above apply but again the determination of such cases will be as soon as is possible and will normally be in time for graduation the following July.

**Making an Appeal** (See Procedure Section 2)

10. Before deciding whether to make an appeal you should talk to your department. It may be that following such discussions your concern about the result/decision might be clearer and more understandable (e.g. how a mark for an examination/piece of work was arrived at or how the classification has been calculated). You may find it helpful to seek independent advice from the Student Advice Centre of Leeds University Union advice@luu.leeds.ac.uk.

**Writing Your Appeal** (See Procedure Section 3.1)

11. The precise content of your appeal is a matter for you but a common error is to assume that closeness to a borderline automatically strengthens a case. Any successful appeal must be able to show that the decision of the Board of Examiners was wrong.

12. Your appeal and supporting evidence can be as long or as short as you choose. However, you must include in your appeal all the information that you wish to be considered. Any information that is left out cannot be included at a later stage. Do not assume that the longer the written case or the bulkier the papers the stronger is the appeal.

13. You must complete the Appeal Submission Coversheet (available on the web). Your written appeal (e.g. a typed letter or a statement) must set out the perceived injustice. This should ideally be in chronological order/sequence of events. You should give module code(s), title(s) and associated relevant dates (e.g. the Semester in which the
module occurred, date of examination/submission, date of associated events/circumstances affecting submission). You must set out all the reason(s) why you believe the decision of the Board is wrong.

14. You should include any supporting evidence (e.g. medical notes, other documentation that supports your claims).

15. The 'Appeal' as indicated in 10 and 11 above may for instance be 8 pages in total including the supporting evidence and must be numbered 1/8 through to 8/8 and two full sets must be submitted to the Office by the deadline.

16. The Office will acknowledge receipt of the appeal but by email only and will advise you of the expected timeframe for a response. The Office will subsequently advise you by email when the School's response has been sent to you. Because of the volume of business in the Office, you are advised not to ask the Office for updates on the progress of your case unless the ‘expected timeframe’ has been passed.

**The School's Written Response** (See Procedure Section 3.2)

17. Your appeal will be sent by the Office to your Parent School and a deadline will be set for receipt of the response. If the School does not respond by the set deadline an explanation will be sought and you will be advised accordingly. Any such delay does not mean that the appeal has been won. However, you may be able to complain about the delay once the appeal is concluded. Where the appeal involves another teaching school, the parent school will consult that school(s) to ensure that the response is complete. The response must include all the information that is to be considered. Any information that is left out cannot be included at a later stage.

18. The School’s Response will include the completed Appeal Response Coversheet. The written response will address the central concerns you have raised in your appeal and will include any supporting evidence.

19. The Response will include the relevant extract(s) of the minutes of the Board of Examiners at which your candidature was considered and determined.

20. The ‘Response’ as indicated in 14 and 15 above may for instance be 7 pages in total and must be numbered 1/7 through to 7/7 and two full sets must be submitted to the Office by the deadline.

21. In addition, the School will provide two copies of the following (for the Investigating Officer and the Committee as necessary):

   - the full minutes of the relevant meeting(s) of the Board;
   - the Code of Practice on Assessment, School Handbook, Module Handbook and any other relevant documentation with which the student would have been provided.

**Writing Your Concluding Comments** (See Procedure Section 3.3)

22. Your Concluding Comments are the final opportunity for you to comment on what your School has said in its response to the points made in your appeal. If you require procedural advice please contact the Office (0113 343 1276) or if you wish to seek independent advice before writing your Concluding Comments you may contact the LUU Student Advice Centre.

23. Your Concluding Comments can be as long as you wish but it is not necessary to repeat what you have written in your Appeal. It is the argument that will count not length or
repetition. For example, you might in some instances accept the School’s arguments but in others you may feel that their arguments, interpretation or views are wrong. You should write your comments accordingly, setting out your reasons and justification.

24. Your Concluding Comments should be submitted in the same way as your appeal (see 1 above: the completed Concluding Comments Coversheet, together with your written comments and any supporting evidence, numbered consecutively and two full sets submitted to the Office by the deadline).

(i) If you raise new points in your Concluding Comments that could have been raised in your Appeal the Investigating Officer and/or the Committee will disregard them.

(ii) If you do not submit Concluding Comments by the deadline or you submit a brief statement accepting the School’s response then it will be taken that your appeal has been withdrawn.

**The Investigating Officer** (See Procedure Section 3.4)

25. The Investigating Officers are experienced seniors members of the academic staff drawn from across the University who have wide experience of individual student cases. The Investigating Officer dealing with your case will not have any connection with you or your School.

26. The decision of the Investigating Officer as to whether or not a case has been made will be issued by letter to you and the School. If you have made a case you will be sent information about the scheduling of your hearing before the Committee. If you have not made a case you will be informed of the reasoned judgement.

**Case to be heard** (See Procedure Section 3.4.1)

27. This means that the Investigating Officer has decided that your appeal should have a hearing, with consideration being given to your appeal, the department’s response and the student’s concluding comments by the Committee on Applications. This does not necessarily mean that the Board’s decision was wrong in every respect. Equally, it does not mean that your case is right in every respect. It simply means that the decision of the Board, together with the points in the three documents (Appeal, Response, Concluding Comments) require further consideration.

**No case** (See Procedure Section 3.4.2 and 7)

28. This means that the Investigating Officer has decided that your appeal does not need any further consideration in the University. The decision of the Board of Examiners’ is therefore confirmed. If this occurs your appeal in the University is at an end. In such circumstances, as soon as possible after the email notification, a letter giving the reasons for the Investigating Officer’s decision will be sent to you and to the School.

29. If you accept the decision and the reasoned judgement of the Investigating Officer you should email the Office to confirm this and for Finalists the Ceremonies Section of TSA will be asked to make arrangements for the conferment of any award.

30. If you are dissatisfied with the decision of the Investigating Officer you can approach the Office of the Independent Adjudicator (OIA) within 3 months of the date of the decision giving the reasoned judgement referred to in 24 above.

**Committee on Applications – Hearing** (See Procedure Section 3.5-3.12, 4.6 and 4.7)
31. The Committee is made up of senior academics. The membership is published on the Office website http://www.leeds.ac.uk/secretariat/student_cases.html. You and the School are reminded that no new information that could have been made available earlier will be accepted at the hearing.

32. Hearings are scheduled for the next available meeting once the decision of the Investigating Officer has been made. You will be notified by e-mail of the date of the hearing. The Office has to balance the availability of Committee members¹ and School representatives together with an estimate of the likely timings for particular hearings and therefore which cases can be scheduled on each day.

33. If you are aware that you cannot be available on a published date then you must inform the Office immediately. **However, you must be aware that the Office will not necessarily be able to accommodate every request.**

34. When called before the Committee you and the School representative will be heard separately. No one appearing before the Committee can question the Committee. If there are any questions or concerns you should ask the Office in advance of the day of the hearing.

35. If you are called to a hearing the Office will provide some guidance about how things will run on the day of the hearing.

**Supporter** (See Procedure Section 4.6)

36. You may have a single supporter of your choice during the hearing. Your supporter may be a parent, brother, sister, other relative, friend, an academic member of staff, but who has taken no part in the decision against which you are appealing, or a member of staff from the LUU Student Advice Centre. Your supporter cannot represent you and cannot attend in your absence. During the hearing you and your supporter can confer. Unless the Chair instructs otherwise, you or your supporter can respond to questions. Your supporter can speak to the Committee on your behalf if you so elect but you are responsible for anything that your supporter says.

**Decision** (See Procedure Section 3.12)

37. The decision of the Committee will normally be made on the day. You will be advised of the Committee’s decision – upheld/rejected/other - by email no later than 7 workings days after the Committee’s meeting has ended. Where your appeal is rejected, a letter will follow as soon as possible giving the reasoned judgement of the Committee.

38. Where you accept the Committee’s decision you should email the Office to confirm this and for Finalists the Ceremonies Section of TSA will be asked to make arrangements for the conferment of any award.

39. Where you believe that the Committee’s decision is wrong you can appeal to the Pro-Vice-Chancellor. Your appeal must be submitted to the Office within one month of the date of the letter giving the reasoned judgement of the Committee.

40. If you do not appeal within one month your case will be closed, the decision of the Committee will stand and TSA will be advised to make arrangements for the conferment of any award.

**Appeal to the Pro-Vice-Chancellor** (See Procedure Section 3.13)

¹ If an individual Committee member has any academic connection with you then that Committee member will take no part in the case.
41. This appeal must be received within one month. You must submit a written statement, with the pages numbered consecutively and supply two copies to the Office.

42. There is no need to repeat the information given in your Appeal, the Response and your Concluding Comments, as these documents will be made available to the Pro-Vice- Chancellor. Your appeal to the Pro-Vice-Chancellor should address the reasoned judgement of the Committee and make any points that you wish to be considered. As before, no new information can be introduced that could have been made available earlier.

43. The decision of the Pro-Vice-Chancellor is final.

44. The reasoned decision of the Pro-Vice-Chancellor will be issued to you and the School.

45. If you accept the decision and the reasoned judgement of the Pro-Vice-Chancellor you should email the Office to confirm this and the Ceremonies Section of TSA will be asked to make arrangements for the conferment of any award.

46. If you believe that the decision of the Pro-Vice-Chancellor is wrong you can approach the Office of the Independent Adjudicator (OIA) within 3 months of the date of the decision giving the reasoned judgement referred to in 32 above.