

## Have you failed coursework or been discontinued from your course?

**D**uring your time at the University, you may find yourself in a position where you have failed course work or examinations, not achieved as high a mark as you expected or been discontinued from your course.

**If this is the case, you may have the right of appeal.**

● To appeal successfully, you will need to show that your circumstances fit the University's two accepted grounds for appeal. These are that

**1. Errors were made when the assessment was conducted or during the decision making process.**

**Examples** are the wrong advice from tutors / academics, mistakes made in exam papers, the Faculty not following the course handbook procedures or academics or assessment boards not following correct procedures. Note - this is not an exhaustive list.

**2. Errors were made during the process of marking or decision-making.**

● This ground can be used when the mark or decision is very different from what you expected and may differ greatly from other marks or decisions you have received.

● **However**, questioning the academic judgment of University staff members is not a reason to appeal and does not fit into this ground. If your appeal does this, it will be turned down.

● If you wish to appeal, you need to collect an **appeal form** available at Faculty Student Advice Centres and Registry. They are also available at the Welfare & Education Centre, part of the Student Union on the 1<sup>st</sup> Floor of the Campus Centre Building.

● The form will ask you to explain why you feel you have grounds for appeal. You will need to write the full circumstances of your case in as much **detail** as you can and clearly explain why you feel that your case fits the grounds for appeal listed on the form.

● Advice and support is available for you from the advisers here at the Welfare and Education Centre. We can give advice as to whether you have grounds for appeal, explain these in full and help you complete the form and the statement.

## GROUNDS OF APPEAL:

1. Errors were made when the assessment was conducted or during the decision making process.

2. Errors were made during the process of decision-making.

See examples in the columns on the left.

## REMEMBER

These Grounds are important – without them your appeal will be dismissed.

AN APPEAL CAN NOT BE USED TO CHANGE A FAIL GRADE INTO A PASS GRADE.

CONTINUED...

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When you've completed your appeal form and statement and sought advice if you need to from the Centre, the form and any supporting **evidence** needs to be returned to the Academic Registrar in the Eric Wood Building.

There is a **deadline of 21 days** to appeal from the official release date of final results or official confirmation from your faculty as to your mark.

The Academic Registrar may not allow your appeal through to the next stage of the appeal process if he feels there are no grounds. This is why it is very important to **explain the full circumstances** of the appeal on the form.

The Registrar will write to let you know if the appeal is to be heard. If there are considered to be grounds for appeal, a **mediation meeting** may be set up if you have requested this on the appeal form. This meeting provides an opportunity for the student and the faculty to state their case under the jurisdiction of a University mediator. Sometimes appeal situations can be resolved at mediation. An adviser from the Centre can go with you to the mediation meeting.

If mediation fails or if you decide not to try the mediation process an appeal hearing will be arranged.

A University panel will hear the appeal at the hearing and three staff members from the University who have not been connected with your case and an Executive Officer from the Student Union form a panel.

At an Appeal hearing, both 'sides' have the right to state their case to their panel and **ask questions** of each other.

FEELING  
NERVOUS?  
A CENTRE  
ADVISER  
CAN SPEAK  
FOR YOU.

An Appeal Panel is supposed to be **non-adversarial**; try not to feel intimidated by the formality of the situation.

**One of the advisers at the Centre can speak for you at the hearing if you're too nervous and can present your reasons for appeal to the panel.** You will also have the right to speak and ask questions.

The independent panel members then discuss the case in private and try to reach a decision on the day; you will then be called back into the room to hear the outcome.

An Appeal Panel is **not empowered to change a fail grade to a passing grade.** The possible outcomes are that the appeal fails, the right is given to have work remarked or the right given to resubmit work to be marked afresh.

## USEFUL CONTACTS:

THE WELFARE  
& EDUCATION CENTRE  
First Floor  
Campus Centre Building  
Leicester  
LE2 7DR  
Tel: 0116 257 6307