ACADEMIC APPEALS

The Process

You are entitled to make an appeal against course termination. This information is provided on the University website:
http://www2.le.ac.uk/offices/sas2/regulations/appeals-complaints/appeals

Read the guide carefully. It covers the exact circumstances in which you can make an academic appeal. It also outlines how you will need to complete the academic appeals form. In particular it emphasises the need for additional new evidence to support your claim.

1. **Significant Mitigating Circumstances:**
   There are circumstances that materially affected your performance, for which supporting evidence exists, and these were not known to the Board of Examiners or academic body at the time the decision was taken, and it was not reasonably practicable for you to make them known to the Department before the decision.

2. **Procedural Irregularities:**
   There were procedural irregularities in the conduct of examination or assessment procedures of such a nature as to create a reasonable possibility that the result may have been different if it had not occurred.

3. **Prejudice or Bias:**
   There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.

If you have any questions or uncertainties about the mechanics of the process, then please contact Ms Lynn Barker (lb87@le.ac.uk, 0116 223 1477). Ms Barker will gladly receive either email or telephone questions about the mechanism of appeal.

Support

You are entitled to on-going support until completion of any internal review process. This means that you may arrange to see a member of staff from the University Student Support Service. You can contact the University Student Support Service directly http://www2.le.ac.uk/offices/ssds. You may also contact the Medical School Pastoral Support Service. If you require pastoral/moral support then please book in to speak to one of the Pastoral Support Team here at the Medical School [Secretary - Sheila Preston psu@le.ac.uk, tel 0116 252 3336]. The Pastoral Support Team are members of the Medical School and since it is the Medical School that has terminated your course, they are of course not able to help you with the construction of your appeal. They are more than happy however to do their best to help you through what is inevitably a difficult time.

If you would like help with constructing your appeal [content, proof-reading, etc] then please contact the Students’ Union office [educationunit@le.ac.uk]. The student’s union have members of staff employed to assist students with appeals.
Submitting Your Appeal

You may submit the academic appeals form **by post** to:

Mr Nigel Siesage  
Director of Administration  
College of Medicine, Biological Sciences & Psychology  
Maurice Shock Building  
University of Leicester  
PO Box 138  
Leicester, LE1 9HN, UK

**or hand-deliver to:**  
Main reception, Maurice Shock Building  
(Mark the envelope: ‘Academic Appeal: For the attention of Mr N Siesage’)

**or email to:** [jeh33@le.ac.uk](mailto:jeh33@le.ac.uk)

**FITNESS TO PRACTISE APPEALS**

The University procedures for students who wish to appeal against the outcome of a Fitness to Practise Panel decision are detailed in paragraph 11.133 of the University’s Discipline Regulations. Please follow the link:

[http://www2.le.ac.uk/offices/sas2/regulations/documents/Senatereg11-discipline.pdf](http://www2.le.ac.uk/offices/sas2/regulations/documents/Senatereg11-discipline.pdf)

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