

Appeals

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

REMEMBER!

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

Have you failed your assignments or been terminated from your course?

During 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 terminated 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 at least one or both of 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 guidelines 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 you wish to appeal, you need to collect an **appeal form** available at Faculty Student Advice Centres, the Student Gateway and the DSU Welfare Centre.
- 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 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.

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

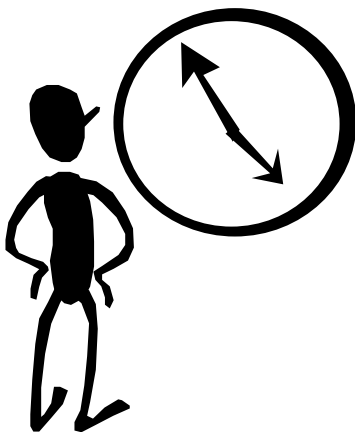
USEFUL CONTACTS:

DSU Welfare
 First Floor
 Campus Centre Building
 Mill Lane
 Leicester
 LE2 7DR
 Tel: 0116 257 6307
<http://www.demontfortstudents.com/welfare>

Opening Hours:

Mon – Wed: 9.30am-3.45pm
 Thurs: 9.30am-6.30pm
 (Term time)
 Thurs: 9.30pm-3.45pm
 (Vacation)
 Fri: 1pm-3.45pm

*You have 21 days
 to appeal from the
 official release
 date of results*

**Appeals**

- 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 should be submitted to the Student Gateway.
 - There is a deadline of **21 days** to appeal which starts from the official release date of final results or official confirmation from your faculty as to your mark.
 - The University 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 **University** will write to let you know if the appeal is to be heard. If there are considered to be potential 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 and to try to reach a decision without going to a panel hearing. 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 and decide the appeal at a hearing and three staff members from the University (who have not been connected with your case) and an Executive Officer from the Students' Union form the panel.
- At an Appeal hearing, both 'sides' have the right to state their case to their panel and **ask questions** of each other.
 - 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 does not have the power to change a fail grade to a passing grade.** The possible outcomes they can reach are that the appeal fails, the right is given to have work remarked or to resubmit new work to be marked afresh.