



## 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

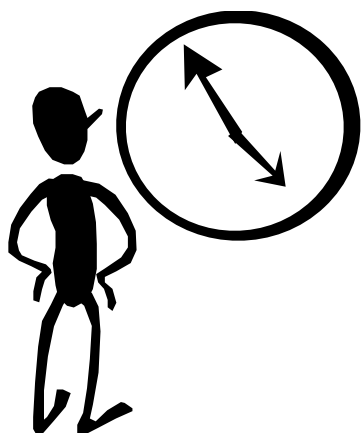
**USEFUL CONTACTS:**

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