

MITIGATING CIRCUMSTANCES APPEAL FORM



THE DEADLINE FOR APPEAL FOR SEMESTER 1 2011/12 IS:

5.00pm on THURSDAY 15 March 2012

For results published after 8 March 2012, the deadline for appeal will be the 5th working day following publication of the result(s) concerned.

BEFORE COMPLETING THIS FORM YOU MUST CAREFULLY READ:

- The guidance notes on page 4
- The Appeal information and guidance available at: www.londonmet.ac.uk/appeals ;
- 'Mitigating Circumstances - Student Guidance' available at: www.londonmet.ac.uk/mitigation

THIS FORM IS TO BE USED ONLY FOR AN APPEAL MADE ON THE GROUNDS:

“That the student had been affected by mitigating circumstances* which prevented him or her from submitting an item of assessed work by the due deadline or attending an examination, to which the student was unable, for good reason, to draw proper attention via the University’s Mitigating Circumstances Procedures.”

**The Mitigating Circumstances criteria and requirements for supporting evidence will apply. For details please refer to the Mitigating Circumstances guidance notes at: www.londonmet.ac.uk/mitigation*

NAME (Please print clearly): _____

STUDENT ID No: _____ CURRENT YEAR OF STUDY: _____ CAMPUS: _____

ADDRESS FOR CORRESPONDENCE: _____

 Postcode: _____

Contact Tel No: _____ email address: _____

COURSE TITLE: _____

PLEASE LIST BELOW ALL AFFECTED COMPONENTS (only those components listed will be considered)

Module Code and Name	Affected Component (e.g. exam, coursework 1, presentation etc.)	Exam date or coursework deadline	COURSEWORK COMPONENTS ONLY	
			Was the work submitted?	If so, please enter date of submission.
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /20__	Yes/No	/ /20__
Code: Title:	Component:	/ /200__	Yes/No	/ /200__

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Appeals under this ground relate to students who have good reason for being unable to submit a valid claim of mitigating circumstances on or before the Semester 1 2011/12 deadline of 17 February 2012. Being unaware of this deadline and/or the Mitigating Circumstances Procedure will not be accepted as 'good reason'.

TO APPEAL ON GROUNDS OF MITIGATING CIRCUMSTANCES YOU MUST:

- Explain why you were unable to submit a claim of Mitigating Circumstances via the University's standard procedure for such claims;
- Explain the circumstances which occurred and show how they prevented you from submitting the item(s) of assessed work by the due deadline(s) or from attending the examination(s) in question;
- Include independent third party evidence which corroborates both of the above claims.

Appeals relating to rejected claims of Mitigating Circumstances will only be considered where relevant, further evidence is submitted and good reason is provided as to why this could not have been submitted with the original mitigation claim.

Appeals based upon circumstances which, in the opinion of the University, the student could have disclosed via the Mitigating Circumstances Procedure will be deemed invalid.

Did you submit a claim for mitigation? Yes No

If yes, please explain why it was rejected: _____

(Please attach copies of any mitigation feedback request(s) and responses)

PLEASE EXPLAIN BRIEFLY, YOUR CIRCUMSTANCES AT THE TIME OF ASSESSMENT AND EXPLAIN HOW THEY PREVENTED YOU FROM ATTENDING THE EXAMINATION(S) AND/OR SUBMITTING YOUR COURSEWORK BY THE DUE DEADLINE OR WITHIN THE LATE COURSEWORK PERIOD:

IF YOU WERE UNABLE TO SUBMIT A CLAIM OF MITIGATING CIRCUMSTANCES AND/OR HAVE BEEN UNABLE TO SUBMIT THIS APPEAL BY THE SPECIFIED DEADLINE, PLEASE EXPLAIN THE REASON(S) FOR THIS:

PLEASE NOTE: IT IS ESSENTIAL TO THE CONSIDERATION OF THIS APPEAL THAT YOU PROVIDE APPROPRIATE, INDEPENDENT EVIDENCE, WHICH CORROBORATES THE EXPLANATIONS GIVEN ABOVE.

IMPORTANT NOTE – ALL STUDENTS MUST COMPLETE THIS SECTION EACH TIME THEY SUBMIT AN APPEAL

1. Are you currently registered with the University's Disabilities and Dyslexia Service (DDS)?

Yes No (go to Question 2) Do not wish to respond (go to Question 2)

If Yes, does your appeal relate to;

- a) previously disclosed condition(s)
- b) deterioration of previously disclosed condition(s)
- c) new condition or pregnancy / maternity / paternity
- d) circumstances not related to your previously disclosed condition(s) (go to Question 2)

If you have indicated a), b) or c) above, it may help your claim if we contact the DDS regarding the nature of any adjustments you may have in place. If you do not wish the University's DDS to be contacted, please sign below:

Signature: _____ Print name: _____ Date: _____

2. If your supporting evidence indicates that you have a disability or long-term medical condition (which can include depression or anxiety) we are required, unless you advise us otherwise by signing below, to notify the University's Disabilities and Dyslexia Service (DDS). The DDS will, in turn, contact you directly to discuss your eligibility for support.

If you do not wish the University's Disabilities and Dyslexia Service to be notified, please sign below:

Signature: _____ Print name: _____ Date: _____

For further information see: <https://intranet.londonmet.ac.uk/student-services/dyslexia-disabilities>

Or email: dds.student-services@londonmet.ac.uk

APPEAL DECLARATION AND SIGNATURE:

I confirm that I have read and understood the Explanatory Notes attached to this form and also the Appeal information and guidance provided on the Londonmet website (www.londonmet.ac.uk/appeals), including the relevant Academic Regulations.

I declare that the information given above is a true statement of my ground(s) for appeal. I understand that submission of fraudulent claims and or evidence may lead the University to take action under its disciplinary procedures.

SIGNED: _____ **DATE:** _____

SUBMITTING THIS APPEAL FORM

This form should be delivered **by hand** to an **Undergraduate or Postgraduate Office** or, if submitting **by post**, to: **The Student Casework Office, Room T2-06, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB**, to **arrive by 5.00pm on Thursday 15 March 2012**.

The University does not accept any responsibility for the receipt or late delivery of appeals submitted by post.
If you need to contact us directly please email: casework@londonmet.ac.uk

Notes on making an Appeal on grounds of Mitigating Circumstances

DO NOT USE THIS FORM if you attempted an exam or submitted an item of coursework by its due date and you believe that your academic performance was significantly impaired by mitigating circumstances. Please use the **Academic Performance Appeal Form**.

1. You should use this form to make an appeal in respect of Mitigating Circumstances which:
 - Prevented you from attending one or more exams;
 - Prevented you from submitting coursework by the due date, causing late submission;
 - Prevented you from submitting coursework within the two week late coursework period;**AND ALSO**
 - **Prevented you** from submitting a claim of Mitigating Circumstances through that Procedure by the deadline of 17 February 2012. (These circumstances may not necessarily be the same as those which applied at the time of assessment.)
2. You must provide appropriate evidence in respect of your circumstances at both the time of the assessment(s) concerned and at the time of the Mitigating Circumstances deadline. For details of the University's criteria for claims of Mitigating Circumstances and the supporting evidence required, please refer to "Mitigating Circumstances - Student Guidance", which is available at: www.londonmet.ac.uk/mitigation Appeals submitted without evidence will be deemed invalid
3. Any document submitted as evidence should be the original or a photocopy which has been authorised by a University office; where appropriate, approved translations of documents will also be required
4. If your circumstances are highly personal, please submit your form in a sealed envelope marked 'Private and Confidential.'
5. The details provided in this Form will be treated in confidence. Access will only normally be given to the Academic Registrar, the Student Casework Office and if necessary, the Assessment Board.
6. You should keep photocopies of your completed Appeal form and all supporting evidence.
7. Appeals received after the deadline will be deemed invalid unless evidence of good reason is provided for any period of delay.
8. **AN APPEAL MADE IN RESPECT OF AN ACADEMIC JUDGEMENT SHALL BE DEEMED INVALID**
9. Appeal decisions are based on whether or not a student has successfully demonstrated how and why, the grounds of appeal cited are applicable to their particular situation. It is essential that you provide a clear and concise explanation, supported by relevant, independent, corroboratory evidence in respect of the circumstances concerned and the severity of their impact.
10. **For an appeal to be valid it must:**
 - Be made in writing on the appropriate Appeal Form;
 - State the title and code of the module(s), the component(s) affected and specify the assessment period and academic year in respect of which the appeal is being made;
 - Include all appropriate, supporting independent evidence.
 - Be dated and bear the full name, student number and signature of the student;
 - Be submitted **in person to an Undergraduate/Postgraduate Office**. Appeals submitted by post must be sent **directly to the Student Casework Office**: the University cannot accept any responsibility for the receipt or late delivery of any such appeal.
11. The Procedures for Appeal (against decisions of Assessment Boards/Termination of Student Status) form Section 10.4 of the University's Academic Regulations 2011/12, which can be accessed at: www.londonmet.ac.uk/academic-regulations

Students requiring additional advice or assistance prior to submitting an appeal should refer to the relevant contacts, as listed below:

For further information on:	Web page:	Email:
Mitigating circumstances (criteria, notes of guidance etc.)	www.londonmet.ac.uk/mitigation	mitigation@londonmet.ac.uk
Appeals	www.londonmet.ac.uk/appeals	casework@londonmet.ac.uk

For clarification of the Procedures for the submission of Appeals against decisions of Assessment Boards	Please email the Student Casework Office at: casework@londonmet.ac.uk
For advice on your programme of studies	Please contact your Undergraduate/Postgraduate Office
For advice or assistance in completing your appeal application	Please email Student Services' Advice, Information and Funding Service at: advocacy.su@londonmet.ac.uk
For advice and support relating to confidential matters	Please contact the Counselling Service at: counselling.studentservices@londonmet.ac.uk