



**(1) I wish to appeal against (tick appropriate box):**

- (a) Termination of the appellant's programme of study for non-compliance with the attendance and/or submission requirements of the programme
- (b) Termination of the appellant's programme of study on grounds of professional unsuitability or professional misconduct
- (c) Exclusion of the appellant from an examination, dissertation, placement or other form of study or assessment forming part of the appellant's programme of study
- (d) The award or refusal to award the appellant the qualification or any classification of the qualification
- (e) Termination of the appellant's programme of study for failure to satisfy the appropriate Board of Examiners, including where a plea in mitigation has been rejected

**(2) My grounds for appeal are one or more of the following (tick relevant boxes):**

I understand that failure to produce evidence of such circumstances when such evidence was available to me, and now to use that evidence in support of this appeal will probably result in the appeal being rejected

- (a) That there existed circumstances affecting my performance, health or conduct of which, for unavoidable reason, the examiners or the Fitness to Practise Committee had not been made aware when the recommendation or decision was made, and that had the Board of Examiners or the Fitness to Practise Committee been aware of those circumstances it was reasonably likely that they would not have made the recommendation or decision, or would have made a different recommendation or decision
- (b) That there were procedural irregularities in the conduct of the assessment process (including administrative error), of such a nature as to cause reasonable doubt as to whether the Board of Examiners or the Fitness to Practise Committee would have reached the same conclusion had the irregularities not occurred.
- (c) That there are reasonable grounds to believe that the recommendation or decision was influenced by prejudice or bias on the part of one or more of the examiners, or was manifestly unreasonable.

**(3) Statement of appeal and supporting evidence**

Provide a concise summary of your reasons for appealing and of the evidence which supports your case. Continue on additional sheets if necessary, and attach all supporting documentation. (Note that, other than in exceptional circumstances, this statement and supporting evidence will be copied to the Department/Examiners concerned to enable them to respond)

**(4) Supporting Documentation**

(list here any documents which are relevant and which you wish to use in support of your appeal - these should be attached to the form)

**(5) Address for all correspondence relating to this appeal:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail: \_\_\_\_\_

(If you change your address it is **your responsibility** to ensure that you notify the Secretary of the HYMS Joint Senate Committee of the change - any documents will be sent to the above address by recorded delivery). If you leave this section blank, we will use the address you provided at registration which is held in your student record

**Signature of Student** \_\_\_\_\_

**Date** \_\_\_\_\_

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You must now send this form to the Secretary of the HYMS Joint Senate Committee (c/o Quality Director, University Registrar and Secretary, University of Hull) **no later than 14 days** from receiving the decision against which you are appealing.

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**FOR OFFICIAL USE ONLY**

**For completion by the Investigating Officer**

**(1) Summary of the Appellant's case**

Date Student Interviewed (if applicable) \_\_\_\_\_

**(2) Summary of the HYMS' Response**

**(3) Appellant's Further response**

**(4) In your opinion are *prima facie* grounds for appeal demonstrated in this case?**

**YES**  on ground(s) \_\_\_\_\_

**NO**

**(5) Investigating Officer's Reasons**

**Signature of Investigating Officer** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return this form and attached documents to the Secretary of the HYMS Joint Senate Committee**

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**Chair's Ruling:** *Prima Facie* grounds for appeal demonstrated:

**YES**       **on ground(s)** \_\_\_\_\_

**NO**

**Chair's Reasons**

**Signature of Chair** \_\_\_\_\_

**Date** \_\_\_\_\_

