**ACADEMIC APPEALS FORM**

**INSTRUCTIONS**

1. Before completing this form please ensure that you have read and understood the School’s [Academic Appeals Policy](https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures/).
2. The appeal must be submitted within **21 calendar days** of the date of the letter/email/academic transcript notifying you of your assessment/progression/withdrawal decision. (Please enclose a copy of this with your appeal
3. Please provide sufficient and adequate documentary evidence in support of your appeal. All evidence must be provided with your appeal. New or additional evidence will not be accepted subsequently without prior agreement from the Head of Registry.
4. Incomplete appeals or submissions received after the deadline will not be considered.
5. You must submit your completed appeal form by email to assessments@lshtm.ac.uk.
6. You can use the tab key to move between grey boxes on this form.
7. **STUDENT DETAILS**

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| --- | --- | --- | --- |
| **Student ID Number** |       | **Title** |       |
| **First Name(s)** |       |
| **Surname/Family Name** |       |
| **Programme of Study** |       |
| **LSHTM Email** (if this is no longer active, please provide an alternative) |       |

1. **GROUNDS FOR APPEAL**

An appeal can be made on one or more the following. Please select from the drop-down options below:

|  |  |  |
| --- | --- | --- |
| **a.** | **Administrative or procedural irregularity/error** | Choose an item. |
| **b.** | **Extenuating Circumstances** | Choose an item. |
| **c.** | **Prejudice or bias (actual or perceived) which can be proven** | Choose an item. |

1. **DECISION BEING APPEALED AGAINST (*Maximum 50 words*)**

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| i.e. Withdraw from the programme, assessment failure, research degree upgrade/review outcome, research degree viva outcome, etc. |

1. **DETAILS OF APPEAL (*Maximum 1,000 words*)**

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| Please set out **clearly** and **concisely** the main points of your appeal. You must cross reference this to any documentary evidence you have submitted so that those involved in reviewing the appeal can clearly follow the case. The supporting evidence may also include a timeline of events. |

1. **PREFERRED OUTCOME OF APPEAL (*Maximum 100 words*)**

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| Please set out **clearly** and **concisely** the preferred outcome from your appeal. |

1. **DECLARATION**

By submitting this form in hard copy or electronically you are agreeing to the following:

[ ]  I have read and understood the School’s [Academic Appeals Policy](https://www.lshtm.ac.uk/study/new-students/starting-your-course-london/regulations-policies-and-procedures/) and completed all sections of this form accurately and to the best of my knowledge.

[ ]  I have enclosed a copy of the relevant formal letter / email which confirms the outcome I am appealing against and I have included any relevant documentary evidence

|  |  |
| --- | --- |
| **Student’s Name\*** |  |
| **Date** |  |

\* Type if submitting electronically. Sign if submitting by hand.

**Please submit your completed form, along with any supporting documentation, to the Registry:** assessments@lshtm.ac.uk

***Please note*** *-**By submitting this form you give consent to your personal data being considered by such academic and administrative staff as may be necessary for the purposes of processing your appeal. Your personal data may include, amongst other information, relevant medical details included as part of your appeal. All information will be treated confidentially by those staff involved in considering your appeal.*