# Faculty Progress Committee Appeal Form

This form should be completed and submitted if you wish to make an appeal under [Appendix E of The University's Code of Practice on Assessment](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_E_cop_assess.pdf) after being informed that you are deemed to have withdrawn or are required to terminate your studies.

You must complete and submit this form within ten UK working days of receiving the email notifying you of the decision of the Board of Examiners.

Please send the completed form to the appropriate recipient for your Programme of Study:

|  |  |
| --- | --- |
| **Programme of Study** | **Recipient:** |
| MPH, Clinical Research and Psychology | [HLSCompliance@liverpool.ac.uk](mailto:HLSCompliance@liverpool.ac.uk) |
| Computer Science | [SciEng-SEE@liverpool.ac.uk](mailto:SciEng-SEE@liverpool.ac.uk) |
| Management, Law and Education | [FACSET@liverpool.ac.uk](mailto:FACSET@liverpool.ac.uk) |

## Section A - Your Details

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student ID Number** |  |
| **Programme of Study** |  |
| **Postal Address** |  |
| **E-mail Address\*** |  |
| **Telephone Number** |  |

\* *Please either provide your University of Liverpool email address (...@liverpool.ac.uk) or an alternative personal email address*

## Section B - Faculty Progress Committee

Please indicate how you would like to take part in any Faculty Progress Committee hearing where your appeal is considered by checking the appropriate box with an ‘X’:

|  |  |
| --- | --- |
| **I wish to attend in person at the University of Liverpool campus** | Not currently an option |
| **I will take part by telephone / VOIP / video call** |  |
| **I will not attend / take part but would like my case to be considered in my absence\*** |  |

\* *If you are unable to attend / take part, you should submit a full written statement of your case, including the reason(s) why you are unable to attend / take part*

## Section C - Grounds for Appeal

Please indicate what grounds you are appealing under by checking the appropriate box with an ‘X’:

|  |  |
| --- | --- |
| **That assessments were not conducted in accordance with the current regulations governing the programme of study.** |  |
| **That some other material irregularity has occurred** |  |
| **That performance in assessments was adversely affected by illness or other significant factors which, for valid reasons, I was unable to divulge before the Board of Examiners met to consider my performance. (In this instance, ‘good reason’ does not include the previous withholding of information for any sensitive, personal, family or cultural reasons)** |  |

## Section D - Documentary Evidence

You may send any written statements in support of your case with this form, or send them separately.

Please remember that you should, if possible, submit documentary evidence (a medical certificate, or a letter from a doctor, is essential if you cite medical issues).

If you are unable to indicate the precise nature of the evidence that you intend to present when you submit this form, please indicate that evidence will be produced at a later date.

|  |
| --- |
| **I will be submitting the following evidence to the Faculty Progress Committee:** |
|  |

## Section E - Declaration

I have read the notes for guidance and I accept that I must present to the Faculty Progress Committee all the evidence to support my case. I understand the conditions under which I may appeal to the Senate Committee on Progress of Studies as outlined in Appendix E.

|  |  |
| --- | --- |
| **Signature (type full name)** |  |
| **Date** |  |