



STUDENT APPEALS FORM - REF: LWP 14b

FOR OFFICE USE	APPEAL FORM REF. NO.
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This form is to be used by students making an appeal outlined in the Student Appeal Policy and Procedures. This form, when completed, must be presented to the Administration Office of Learning Works, Triq I-Ljun, Qormi.

Section A:

STUDENT DETAILS:

Full Name: _____ Date: _____
First Last

Mobile: _____ Email: _____

ID / Passport No: _____

COURSE: _____

MQF (Malta Qualifications Framework) LEVEL: _____

INTAKE: _____

Section B

TYPE OF APPEAL – Indicate the reason for your appeal by choosing from the below options.

Failure in a module – write down the mark you obtained and the reason for your failure.

Dissatisfaction with the final grade obtained in the Course. Give reasons why you expected a different result.

Application of Regulations of Learning Works. State which regulation is being contested.

D. Any other type of appeal that is different from the above three. Indicate clearly why you are making an appeal.

Section C

Give an outline of the action you have taken so far:

- A. Did the complaint concern a teaching/ assessment issue or an administrative issue? If it is a teaching/ assessment issue, which module/ unit is in question?

- B. Indicate the name of the individual against whom the complaint is being made.

- C. If the issue involves teaching/ assessment, did you make a complaint about the issue with the lecturer? When?

- D. Why did you remain dissatisfied with the response to your complaint?

Section D:

Expected Outcome – What do you wish to achieve with your appeal?

Signature

Section E:

For Office Use:

Appeal Form received on: _____

Appeal given to IQA on: _____

IQA report issued on: _____

Appeals Board final decision reached on: _____

Decision communicated to student on: _____

Elaine Bonnici
Administration Manager