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| ACADEMIC APPEALS: SCHOOL RESPONSETAUGHT STUDENTS ONLY |

Before completing this form you should familiarise yourself with the appeals process and read the [Code of Practice on Academic Appeals Procedures](http://www.birmingham.ac.uk/Documents/university/legal/primary-appeals-procedures.pdf).

Guidelines for schools responding to appeals are available at <https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/appeals/staffinfoappeals.aspx>

* **Please be aware that a copy of this form and any additional documentation will be sent to the student.**
* **Please ensure that the response directly relates to all grounds on which the student has appealed and addresses all issues raised by the student.**
* **Where possible supporting evidence should be provided and included with the response.**

**APPEALS RELATING TO COVID-19**

* **It is accepted that students may not always be able to provide full evidence to support their Academic Appeal where of the circumstances of COVID -19 have prevented this. The normal evidence requirements are therefore suspended and Schools will need to balance the need for flexibility regarding availability of evidence with the need to ensure that appeals decisions are taken in the context of maintaining academic standards and fairness.**

**It is expected that colleagues will exercise judgement as to whether it is reasonable and proportionate to require evidence on a case by case basis.**

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| **Section One: Student’s General Information** |

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| Name |  |
| ID Number |  |
| School or Department |  |
| Programme |  |

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| Section Two: Appeal |

2a) Please confirm the progress decision of the Board of Examiners as shown by your record:

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2b) Is the revised decision sought by the student within the programme-specific/University regulations?

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| [ ]  Yes | [ ]  No |

If no, please specify:

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2c) Please detail below any programme specific regulations relevant to this appeal

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| **Section Three: Prior knowledge of circumstances raised in appeal** |

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| 3a) Have the **extenuating circumstances** raised by the student already been considered by the School/Board of Examiners?  | [ ]  Yes | [ ]  No | [ ]  Not Applicable |
| 3b) Was the School aware of the alleged **administrative irregularity/failure in procedure** prior to the meeting of the Board of Examiners? | [ ]  Yes | [ ]  No | [ ]  Not Applicable |

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| 3c) Please list any new evidence with the appeal that was not available for submission to an EC panel prior to the meeting of the Board of Examiners? |
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| Section Four: School Response  |

4a) Does the school support the student’s appeal? Please refer to section 3b of the Student Submission form

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| [ ]  Yes – the School supports the students request |
| [ ]  Yes, in part – the School supports the student, but suggests an alternative option to that requested by the student |
| [ ]  No |

4b) Please provide a full explanation of the rationale for the School’s response. The response should directly relate to all grounds that the student has appealed on. For further advice please see the **Guidelines for responding to Academic Appeal submissions.**

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4c) How was pastoral support advertised to the student?

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Did the student seek any pastoral support from the School in relation to issues raised in the appeal? Eg. personal tutor, welfare tutor

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| [ ]  Yes | [ ]  No |

If yes, please give a brief outline of what was provided (Any confidential discussions with the student do not need to be included here)

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| Section Five: Outcome |

5a) If the School **supports** the appeal please give details of the proposed remedy.

Would you expect the student to return as an internal or external student?

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| [ ]  Internal | [ ]  External |

Should the marks be capped at the pass mark?

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| [ ]  Yes | [ ]  No |

If the student is to retake any of their assessments, please provide full details below.

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| --- | --- | --- | --- |
| Module Code | Module Title | Assessment method | Date of assessment or deadline (if known) |
|  |  |  |  |

5b) If the student is appealing against their degree classification should the appeal be referred to the Board of Examiners notwithstanding regulations?

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| [ ]  Yes | [ ]  No |

5c) Please identify a member of staff within the School that the student may contact for information about returning to their studies.

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| Section Six: Summary  |

This section **MUST** be completed as the Academic Appeal Committee panel uses the information entered here to determine whether the decision of the School should be ratified or the case referred to an Academic Appeal Committee hearing. If this section is not completed the form will be returned to you which may delay the processing of the appeal.

Please summarise the School response. This should be a concise explanation of whether the School does or does not support the student and an outline of the main reasons. For appeals on the basis of circumstances affecting performance it is particularly useful to comment on the student’s reason for not submitting extenuating circumstances at the appropriate time.

This summary will form part of the synopsis of the case on which the Appeal panel will base its deliberations and is therefore of particular importance. It is important that it answers the specifics of the case as far as possible.

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**.

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| **Section Seven: Leave of Absence** |

If the School is supporting an internal repeat and if the outcome of the appeal is likely to be known at a date too late for the student to resume studying in the current session, please confirm whether the student should be placed on a leave of absence.

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| [ ]  Yes | [ ]  No | [ ]  Not applicable |
| If yes to the above, please specify the latest date that the student can resume their studies: |

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| Section Eight: Academic Appeal Committee hearing  |

The Code of Practice on Academic Appeal Procedures requires the School to send a representative to hearings of Academic Appeal Committees involving their students.

Please confirm the details of the School representative should this case be referred to an Academic Appeals Committee hearing.

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| Name: |

**Advisor**

The representative of the School may if they so wish arrange for an Advisor to provide clarification on questions of detail only for appeals from students that are on collaborative programmes or placements or if clarification about such University’s regulations, procedures or practices is required. Please refer to the Code of Practice Appendix A.4 and the guidance notes on completing school responses.

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| Name: |

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| Section Nine: Signatory  |

The School response must be arrived at through due process, incorporating other members of the School Board of Examiners and where appropriate the external examiner and/or welfare staff.

**It is a requirement that responses to appeals are considered and agreed by more than one person.**

Please describe how this process was undertaken

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| Completed by: | Date: |

* Please ensure that you have completed all relevant sections of this form.
* Please submit the School response and evidence by email, as attachments to appeals@contacts.bham.ac.uk
* If you have any problems submitting your form or evidence by email please contact appeals@contacts.bham.ac.uk