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| ACADEMIC APPEALS: STUDENT’S WRITTEN SUBMISSIONTAUGHT STUDENTS ONLY |

Before completing this form you should familiarise yourself with the appeals process and read the [FAQ’s](https://intranet.birmingham.ac.uk/as/registry/policy/documents/public/student-appeals/appeals-faq.pdf) and [Code of Practice on Academic Appeals Procedures](https://intranet.birmingham.ac.uk/as/registry/legislation/documents/public/Cohort-Legislation-2019-20/CoP-Academic-Appeals-19-20.pdf).

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from [Guild Advice](https://www.guildofstudents.com/support/guildadvice/who-we-are-guild-advice/) in the Guild of Students.

* **This form is for use by students on UG and PG taught programmes of study.**
* **Have you visited the student portal** [**https://intranet.birmingham.ac.uk/student/digital-services/index.aspx**](https://intranet.birmingham.ac.uk/student/digital-services/index.aspx)**) to check your results and deadline date? This is where you will find your progress decision, you will need to know what your progress decision is in order to complete this form.**
* **All correspondence will be sent to the email address you provide on this form, please do not provide your University email address as this may be closed down during the appeals process.**
* **An acknowledgement email will be sent to you after you have submitted your form within two working days. Unless there are any problems with your appeal, the next email you receive will be informing you of the outcome of the Academic Appeal Committee, this usually takes 10 – 12 weeks from the date that your form and all supporting evidence is received.**
* **You should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please don’t include other people’s data if it’s not relevant to your case. If you are providing data relating to a living third party then you will need to notify the person whose data you are providing that it has been sent to the University so that they have opportunity to contact the University to object to their data being processed and held for the purposes of your appeal. If notifying the third party would be impossible or put you at risk then please let us know that you have not notified the third party and explain your reasons for us to consider.**

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| Section One: General Information |

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| Name |  |
| ID Number |  |
| School or Department |  |
| Programme |  |
| Personal Email Address (Should not be your University email address) |  |

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| Section Two: Student Support Information |

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| 2a) Have you sought advice from Guild Advice when completing this form?  | [ ]  Yes | [ ]  No |
| **If yes, and you would like us to share the outcome of your Appeal with the Guild please complete and return with this form Consent to Share Appeal Outcomes with The Guild at Appendix 1****Refusing consent to share your data with the Guild will have no impact (detrimental or otherwise) on the prospects of your appeal** |  |  |

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| 2b) Do you feel you require specific disability related support with the appeals process? If so, please give details. |
| If yes to the above, are you happy for this information to be shared with your School? | [ ]  Yes | [ ]  No |

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| Section Three: Appeal |

3a) Please indicate the Board of Examiners progress decision you wish to appeal against. If you are unsure what this is please visit the [Student Gateway](file:///%5C%5CADF%5CCORP%5CAS%5CSCCA%5CAppeals%5Caccessible%20forms%5C%28https%3A%5Cintranet.birmingham.ac.uk%5Cstudent%5Cdigital-services%5Cindex.aspx) and view Exam Marks. For example; degree classification, fail and withdraw, award alternative qualification.

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3b) Please specify what you would like the outcome of your appeal to be

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| Section Four: Grounds for Appeal |

**Please consult section 2.2 of the** [**Code of Practice**](https://intranet.birmingham.ac.uk/as/registry/legislation/documents/public/Cohort-Legislation-2019-20/CoP-Academic-Appeals-19-20.pdf) **before completing this section.** The Code of Practice provides full details of the grounds upon which you can appeal. You may appeal on either or both grounds. Please tick one or both of the boxes below.

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| 4a) | [ ]  | There were circumstances unknown to the Board of Examiners that affected your academic performance and you can present good reason for these circumstances not being made known prior to the meeting of the Board of Examiners. |
| 4b) | [ ]  | There was an administrative irregularity or failure in procedure of the relevant assessment(s) giving rise to a reasonable doubt as to whether the progress decision would have been different if it had not occurred. |

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| 4c) Please give full details of your case, in chronological order, in the box below. You must include the module(s)/assessment(s) that have been affected and the date(s) on which the incident(s) occurred. Please ensure that you make direct reference to the grounds that you are appealing on and ensure that you only give information that is relevant to your case. |
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| 4d) Did you seek any pastoral support in relation to the reasons for your appeal or the appeals process itself? If so, please indicate where from:[ ]  Student Support[ ]  School Welfare[ ]  None[ ]  Other (please specify)  |

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| Section Five: Evidence |

Circumstances cited in an appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered. Evidence can only be accepted after your deadline in exceptional circumstances.

Evidence will be shared with employees of the University who will process and review your submission. If at the conclusion of these processes you choose to submit a Complaint to the OIA, information may also be shared with that body. You should therefore ensure that where evidence relates to third parties you have their permission for this information to be disclosed.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s). All documentation must be in English or be accompanied by certified translations.

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| Section Six: Summary |

**6a) This section MUST be completed. Your form will ONLY be processed if this section is completed.** This summary must be completed as the Academic Appeal Committee uses this information in your summary as a starting point in considering your Academic Appeal.

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**. Do not refer to the rest of your form.

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| **6b) If you are appealing on ground 4a please provide details of why you did not bring this information to the attention of the Board of Examiners through the extenuating circumstances process. (200 words)** |
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| **Section Seven: Academic Appeal Committee Hearing** |

If your case is referred to an Academic Appeal Committee hearing you are not obliged to attend. You and the members of the committee may find it helpful if you are in attendance in order to answer any questions/clarify any points. If your case is referred for a hearing reasonable notice will be given of the date, time, location and committee membership.

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| If your appeal is referred to an Academic Appeal Committee hearing will you attend? | [ ]  Yes | [ ]  No |

Another person, who must be a registered student or a member of staff of the University or a Sabbatical Officer from the Guild of Students may accompany you to the hearing. If you decide to invite a ‘friend’ please inform the Committee Secretary at least 2 working days before the hearing takes place.

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| **Section Eight: Leave of Absence** |

***For students who wish to internally repeat their studies.***

The initial appeal stage usually takes 10 –12 weeks, if you escalate your appeal to Senate Review this is a separate stage. Depending on when you submit your appeal there may be times during the academic year that you may not receive your appeal outcome in time to resume your studies in the current academic session, for instance, if you have missed too much teaching or if you have been unwell. If this should happen you will be placed on a Leave of Absence until you can continue your studies in the next academic year. Full information about this process can be found in the [Code of Practice on Leave of Absence Procedure.](https://intranet.birmingham.ac.uk/as/registry/legislation/documents/public/Cohort-Legislation-2019-20/CoP-Leave-of-Absence-19-20.pdf)

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| Please confirm that you understand that you will be place on a Leave of Absence if you are unable to continue studying in the current session. | [ ]  Yes | [ ]  No |

* Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to appeals@contacts.bham.ac.uk
* Failure to complete this form correctly and submit evidence promptly will delay the process of your appeal.

**Appendix 1**

**Consent Form (sharing your details with Guild Advice)**

**I understand that if I have received advice from Guild Advice in connection with my appeal, that the University will provide them, on request, with details of the outcome of my Academic Appeal Committee, Appeal Hearing or Senate Review Panel. This information will be used by Guild Advice to analyse outcomes in connection with appeals where they have provided students with advice.**

**This data will only be shared where a request is made by Guild Advice within six calendar months after the conclusion of the Committee, Hearing or Panel for which information is being requested.**

**Refusing consent to share this data will have no detrimental or any other impact on the prospects of my appeal.**

**Do you agree to the University sharing the outcome of your appeal with Guild Advice?**

**[ ]  Yes [ ]  No**

**Signed:**

**Dated:**

**You may withdraw your consent at any time by contacting the Appeals team at** **appeals@contacts.bham.ac.uk** **or Student Conduct Complaints & Appeals, Aston Webb, University of Birmingham, Edgbaston B15 2TT**