



## Next Steps

### **Senate Review**

You can appeal against the decision of the Academic Appeals Committee to the Senate Review in writing on one or both of the following grounds:

- (a) that there is evidence that a procedural irregularity has occurred in the handling of the appeal at that level;
- (b) that relevant new material has come to light that was not available for a good reason at the time of the Academic Appeal submission.

If you believe that one or both of the above grounds are applicable, you should complete and return the Senate Review form within **fifteen University working days** of the date of your outcome letter.

Information about the Senate Review process and the submission form are available at [Senate Review](#). Senate Reviews submission forms and evidence should be sent by email to [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk).

### **Completion of Procedures letter**

- If your appeal submission has been deemed ineligible, or
- Following receipt of the outcome of your appeal you do not have grounds to submit a Senate Review or Grievance, or
- Following receipt of the outcome of your Senate Review or Grievance,

you remain dissatisfied then you may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA) providing that your complaint is eligible under its Rules; in order to do so you will require a Completion of Procedures letter from the University. Under the Higher Education Act 2004 the University subscribes to the independent scheme for the review of student complaints. Guidance for submitting a complaint to the OIA can be found on its website [www.oiahe.org.uk](http://www.oiahe.org.uk).

You can request a Completion of Procedures letter, by email to [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk). This should ideally be done within one month of the date of your final outcome, Should you decide to make a complaint to the OIA, your Scheme Application Form **must be received by the OIA** within **12 months** of the date of the Completion of Procedures letter.

### **Grievance to Council**

If you do not have grounds to submit a Senate Review, you may raise a grievance to the University Council regarding an issue or issues which, in the opinion of the Registrar and Secretary, concerns matters of University governance. If you choose to do so, a written submission form should be sent by email to [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk), within one month of the date of your outcome letter.



Details of the Grievance procedure and the submission form can be found at: [Grievance to Council](#)

## **Non-academic issues**

If following the outcome of your appeal, there are issues unrelated to the appeals process, that you wish to raise with the University then you should consult the [Student complaints \(birmingham.ac.uk\)](#) webpage in order to assess if you are eligible to engage with that process.

## **International students**

If you are a student who requires a visa in order to study in the UK, your immigration status might be affected by the outcome from your appeal or if you are to engage with the above processes. You are strongly advised to contact the International Student Team as soon as possible: [Student Help](#)

## **Withdrawal of Immigration Sponsorship**

**Tier 4 Student visa holders**: If you have received a progress decision that results in the withdrawal of immigration sponsorship (external registered status, award of alternative qualification, recommendation to withdraw on academic grounds), sponsorship will be withdrawn within 8 weeks of this decision being made available to you on the Student Digital Gateway [Digital services for students \(birmingham.ac.uk\)](#).

For information and advice about withdrawal of immigration sponsorship please see the following web link: [Withdrawal of Immigration Sponsorship \(birmingham.ac.uk\)](#)