

## Appeal Senate Review: Frequently Asked Questions

### What is a Senate Review?

A Senate Review provides you with the opportunity to appeal the result of your initial Academic Appeal.

### Can I submit a Senate Review?

The only grounds for which you can submit a Senate Review are –

- If you have new evidence that was not available for a good reason at the time of the original appeal.
- That you believe that during the course of your Academic Appeal, a procedural irregularity occurred. That is, you may think that the correct procedure (as outlined in the Code of Practice on Academic Appeals Procedures) was not followed at all times.

Senate Reviews are not a 'second chance' at the appeals process; a Senate Review is only concerned with the conduct of the Academic Appeal, or the presentation of new evidence that was not available for a good reason at the time of the original appeal. The Senate Review should not raise new issues or extenuating circumstances that were known to the student at the time of the initial appeal but they chose not to disclose them, unless there is good reason and supporting evidence for not doing so.

### How do I request a Senate Review?

You may only request a Senate Review after your appeal has been considered and an outcome agreed by the Academic Appeal Committee and after you have been sent your outcome letter.

### What is my deadline to submit my Senate Review?

You will have 15 working days from the date of your appeal outcome letter in which to submit a Senate Review form. If you are unable to meet this deadline please contact the Student Conduct, Complaints and Appeals Team *before* your deadline to find out if an extension can be granted.

### How do I complete the form?

Written submissions on the appropriate form are required for all cases. Forms can be found at <https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/appeals/senate.aspx>

If you are appealing on the grounds that new evidence is available please complete section 3a in full. If you are appealing because you believe a procedural irregularity has occurred please complete section 3b in full. If you are appealing on both grounds, please complete both sections.

### Do I need to submit evidence?

If you are requesting a Senate Review on the grounds that new evidence is available you will need to include this with your Senate Review submission form. You do not need to provide any evidence that has already been submitted as part of your original appeal. You should be aware that any evidence that is dated prior to your original appeal may not be eligible unless it was not available for good reason until after your appeal was submitted.

If you believe that a procedural irregularity occurred during the handling of your original appeal you will need to evidence what you believe happened that affected the outcome of your appeal.

**What happens after I submit my form and evidence?**

We will review your submission form and evidence to check that it is eligible. If your Senate Review is accepted it will be forwarded on to your School for comment. When the School response is received by the Complaints and Appeals Team, this will be sent to the Student for the opportunity for further comment by the Student.

A Senate Review panel will be scheduled and you will be informed in advance of the panel membership. You will also be provided a copy of the School's response to your submission and if you have any comments specifically relating to the comments of the School you will be requested to send these in to the Student Conduct, Complaints and Appeals Team in writing in advance of the committee.

**What happens at a Senate Review panel?**

The Senate Review panel is a paper-based review at which the student and School are not in attendance. The panel will consider your Senate Review submission along with the School response and will also be provided with copies of your original appeal, the School's response to your appeal and your appeal outcome letter.

This review is undertaken by three members of staff; a Chair who is a senior member of the University and two members of Academic/ Professional Services Staff. A Registered Student may also serve on the panel.

**How long does the Senate Review process take?**

We aim to complete the Senate Review process and issue you with an outcome letter in 6 – 8 weeks. However, due to the scheduling of the panels in some cases it may take slightly longer.

**If I am not happy with the outcome of my Senate Review, what are my options?**

If you remain dissatisfied with the outcome of your Senate Review you may wish to consider the options available to you as outlined in the Next Steps document.

**Where can I get help and advice?**

Guild Advice in the Guild of Students has experienced staff that will be able to provide advice and support on the Senate Review process <https://www.guildofstudents.com/support/guildadvice/who-we-are-guild-advice/>.