

## Academic Appeals Guidance for Supporting Evidence

All Academic Appeals must be accompanied by evidence, appeals received without relevant supporting evidence will be deemed ineligible.

It is important that your evidence **demonstrates the impact** of your circumstances upon you at the **relevant time**. Evidence should be supplied by an independent party that can verify the impact of the circumstances on you and where known, on your academic performance.

**Evidence must be genuine.** We will reject your appeal if we suspect your evidence is false, forged or has been tampered with in any way and the matter may be referred to a misconduct investigation. The University reserves the right to check to ensure the authenticity of evidence submitted. Where the University is unable to authenticate the material to its satisfaction, the evidence may not be accepted.

### **Raising late Extenuating Circumstances through the appeals process**

You must be able to present an acceptable reason along with supporting evidence for not having disclosed your circumstances to your School before the Board of Examiners progress decision was formally released to you. While the University is sympathetic to claims of reluctance or embarrassment about disclosing information and acknowledge that sometimes cultural differences can make it feel difficult to raise circumstances you are experiencing at the time, this cannot be accepted as 'good reason' for not previously submitting extenuating circumstances. This is because we must be fair to all students and treat all students equally, and it is your responsibility to familiarise yourself with University processes and use the right process at the right time.

If you have sought external support during the assessment period and have evidence to demonstrate this, you should follow the extenuating circumstances procedures to notify your School. You should not hold such information and evidence in reserve with the intention of bringing it forward via the appeals process if you do not obtain the desired assessment outcome or degree result.

If your evidence is dated from the time of your assessment(s) and this was not submitted with an ECs application, you will need to demonstrate why you were unable to submit this at the appropriate time, for example, if you had acute adverse circumstances which can be evidenced that made it demonstrably impossible for you to submit your ECs. There is an expectation that if you have attended a medical appointment near to the time of your assessment(s) and have prepared for and sat an exam that you could have engaged with the ECs process at that time. If you were unwell and unable to sit an exam you would normally be expected to defer the exam. If this was not possible you will need to demonstrate your reasons for not doing so.

### **Evidence to support your Academic Appeal submission**

Evidence presented from a health professional or other professional body must normally be:

- Written by an appropriately qualified professional who is independent from you
- On headed paper and signed and dated by the author. Email evidence is acceptable but only if the email has been sent by the author and is provided in full. If you have been sent a physical copy of your document you may send us a scan or photograph: this must show all pages and sides of the document with no information obscured
- Able to confirm that the circumstances were witnessed on the relevant date rather than being reported retrospectively.

Evidence relating to another person may not be the best or most appropriate way of demonstrating the impact that the circumstances had upon you. Where circumstances relate to a third party you are required to submit evidence to show how these circumstances affected you and your academic performance.

Decisions about your appeal will be made based upon your appeal form and the supporting evidence that you submit. You should submit sufficient relevant evidence that relates directly to your circumstances.

### Appointments with health professionals

Appeal Committees generally value medical evidence that is obtained through direct, in-person appointments rather than online. In some circumstances we may be able to accept evidence from an online medical professional, but this evidence must provide the doctor's opinion and should confirm your symptoms and provide a clear diagnosis and/or treatment plan.

**Students are encouraged to register with a GP and dentist near the University** to allow them to access healthcare when it is needed. Details about how to do this can be found on the [Registering with a Doctor](#) intranet page. It is in your own interest where possible to have in-person consultations from a UK-based medical practitioner. We understand that if you are a distance learning student or are impacted while taking resit assessments overseas that it may be more appropriate for you to see a local medical practitioner.

**International students who are in the UK on a student visa will have access to NHS services and it is expected that you engage with these and University services in the first instance.**

If you have been diagnosed with a physical illness such as gastroenteritis, flu, broken bones etc. your evidence should include details about how the symptoms have impacted your ability to engage with your studies and/or assessments and the Extenuating Circumstances process (if you did not submit ECs at the appropriate time). Appeal Committees cannot infer the extent to which your medical condition may have affected your ability to engage with the appropriate processes in a timely manner.

### Please note that the following evidence is normally not acceptable:

- Technical medical reports that do not contain details about the impact of the medical condition on you and/or your academic performance, for example, x-rays, blood test results
- Photographs of injuries/accidents, pictures of yourself/another affected party in hospital or similar
- Screenshots of details from the NHS app as these do not usually show the patient's name
- Media extracts or video evidence
- Letters from friends or family members
- Evidence of a diagnosis already known to the University for which reasonable adjustments have been put in place, unless you have experienced an exacerbation that can be clearly evidenced
- Extracts of emails merged into single documents
- Revision or lecture notes, copies of your assignments and dissertation. Please note Appeal Committees will not include members of staff from your School and will not make a judgment on the academic merit of your work.

It is your responsibility to submit all relevant documentation you wish to be considered as part of your appeal. **We will not obtain any documentation on your behalf**; this includes any evidence you may have already submitted to your School or other department at the University.

All evidence must be **presented in English with certified translations** where necessary. You should include the original copy of the evidence, and the translation should include a signed statement attesting that the translated text is an accurate and complete translation of the source language text. We will not accept translations carried out by you, other students, google lens or other online applications.

Evidence should be relevant to the circumstances cited in your appeal and should be **clearly labelled**. You should avoid sending irrelevant evidence or duplication of documents.

If you are awaiting an appointment or diagnosis and do not have evidence to support this, please get in touch with the Student Conduct, Complaints and Appeals Team ([appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)) before your appeal deadline. We can usually offer a short **extension to your deadline** if you are waiting for evidence from a medical professional or other professional body.

Please do not send your submission form or evidence in .pages format or as an embedded link within the body of an email as we are unable to access these.

**Any questions? Please contact Student Conduct, Complaints and Appeals – [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)**