|  |
| --- |
| APPEAL SENATE REVIEW SUBMISSION FORM |

Before completing this submission form, you are advised to read the [Code of Practice on Academic Appeals Procedures](http://www.birmingham.ac.uk/Documents/university/legal/primary-appeals-procedures.pdf) and the [Senate Review FAQ document.](https://intranet.birmingham.ac.uk/as/registry/policy/documents/public/student-appeals/senate-review-faqs.pdf)

* **Your Senate Review submission must be received within 15 University working days of the date you received the outcome letter to your initial appeal to the Academic Appeal Committee.**
* **Your responses should be word processed, clear and concise.**
* **If you require help in completing this form, please contact** [**Guild Advice**](http://www.guildofstudents.com/support/guildadvice/) **in the Guild of Students.**
* **You will receive confirmation of receipt of your Senate Review submission by email within 2 working days to the email address you have supplied in Section One of this form.**
* **Please ensure that this form and all relevant sections of it have been completed before you submit it to Student Appeals.**
* **Your submission must include ALL the new evidence you wish to submit.**

|  |  |
| --- | --- |
| **Section One: General Information** | |
| Name |  |
| ID number |  |
| School or Department |  |
| Programme |  |
| Personal Email Address **(this should NOT be your university email address)** |  |

|  |  |
| --- | --- |
| **Section Two: Outcome of Academic Appeal** | |
| What was the outcome of your appeal? | * Supported * Partially Supported * Opposed | |

|  |
| --- |
| **Section Three: Grounds for Senate Review** |
| **Please consult the Code of Practice on Academic Appeals Procedures before completing this section.** The Code of Practice provides full details of the grounds for requesting a Senate Review. You may only submit a review of your initial appeal on one of the following grounds:   1. that there is evidence of a material procedural irregularity that has occurred in the handling of the appeal at the initial stage 2. that relevant new material evidence has come to light that was not available for a good reason at the time of the initial appeal stage   You may submit for a Senate Review on either or both grounds and you should therefore complete either or both of the following sections depending upon which grounds are relevant.  **Supporting evidence:** Please list all documents included with your Senate Review, providing a title and/or brief description. All documentation must be in English or be accompanied by certified translations. |

|  |  |
| --- | --- |
| **3a** | **If you are providing new material evidence that was not available to you for good reason at the time of the initial appeal, please provide details below of the evidence and why it was not submitted at an earlier date.**  There is no need to resubmit documentation from your initial appeal as the Complaints and Appeals team already have this on file and it will be made available to the Senate Review panel. |

|  |
| --- |
| 1. Please list the new evidence you are submitting; |
|  |

|  |
| --- |
| 1. Explain and give details on how this evidence affects your submission; |
|  |

|  |  |
| --- | --- |
| **3b.** | **If you believe that there was a material procedural irregularity that occurred in the handling of your original appeal, please provide details below along with evidence you have, to support your claims.** There is no need to resubmit documentation from your initial appeal as the Complaints and Appeals team already have this on file and it will be made available to the Senate Review panel. |

|  |
| --- |
| Give details on the alleged effect of those irregularities upon the decision taken, if relevant. |
|  |

|  |
| --- |
| **Section Four: Summary of Senate Review** |
| Please summarise, in no more than **300 words**, the main points of your Senate Review |
|  |

|  |
| --- |
| **Section Five: Outcome Sought** |
| Please state clearly what outcome you are seeking. **Please note cannot appeal on the grounds that you are dissatisfied with your results and that you believe that you deserve higher marks.** |
|  |

**Please ensure that you have completed all relevant sections of the form. Please submit your form and evidence by email, as attachments, to;** [**appeals@contacts.bham.ac.uk**](mailto:appeals@contacts.bham.ac.uk)