**Academic Appeals Form**

An academic appeal is a request for a review of a mark, outcome or decision. It allows students the opportunity to appeal against their results, as published by the assessment board or around circumstances related to them. Students cannot appeal against academic judgement.

**Instructions**

Complete this form to make a request for an Academic Appeal. Please read the Appeals Policy before submitting your application. The one-page summary sheet advises on the main details.

* Complete all sections
* Select your grounds for appeal
* Outline your case to the panel
* Outline your evidence

Before submitting your appeal, please contact your Course Leader, Lecturer or Wellbeing Team for Advice and Support. You should attempt to resolve your appeal informally in the first instance to avoid having to submit an appeal, where possible, and for support with the process.

**Timeline for BIMM Academic Appeals**

Late appeals will only be accepted in exceptional circumstances. You must make a strong case for why your appeal is late should you wish for your appeal to be considered outside these windows:

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| **Board** | **Date** | **Deadline to appeal** | **We will reply within:** |
| Semester 1 | Following S1 Assessments | 21 days after receiving your board outcome. | 28 days of submission of your appeal |
| Semester 2 | Following S2 Assessments |
| Summer resit Board  | Normally August annually | 7 days after receiving outcome.1 | 14 days of submission of your appeal |

**Academic judgements you can appeal against:**

* A module result;
* the requirement to withdraw from a course (if you are unable to achieve the credits to progress);
* a verdict of, or penalty applied in respect of, academic misconduct;
* a refusal to permit an extension or deferral in accordance with the [Exceptional Circumstances Policy.](https://www.bimm.ac.uk/document/exceptional-circumstances/?v=1691056233)

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| **Your Details** |
| **Full Name**  |  |
| **Student ID** |  |
| **BIMM Email** |  |
| **Campus** |  |
| **Faculty** |  |
| **Course & Year of Study** |  | **Year** |  |
| **SR Visa Student** | **Yes**  |[ ]  **No**  |[ ]

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| **Informal Process** |
| Please outline how you have attempted to resolve your appeal informally. You should receive support from your Course Leader, Lecturer, Student Wellbeing in the first instance |
| **Person/s contacted:** |  | **Date:** | Click or tap to enter a date. |
| **Please outline the response:** |
| **Reasonable Adjustments**  |
| Please use the space below to inform the panel of any disabilities, additional needs or Reasonable Adjustments that should be taken into consideration. If this does not apply, skip this section.  |
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| **Grounds for Appeal** |
| Please select the grounds for appeal. You can select one or more grounds depending on your circumstances. You cannot appeal against academic judgement within an Academic Appeal.  |
| **Academic Appeal** (Related to a decision around marks and assessment board decisions) |
|[ ]  1. Mitigating circumstances which, for good reason, the Assessment Board was not made aware of relating to your assessment when it made its decision (e.g., health reasons).
 |
|[ ]  1. Procedural irregularity where the procedures and regulations of the University have not been complied with and where the validity of the academic result or decision has therefore been undermined.
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|[ ]  1. **There is prejudice of bias in the marking, moderation or Assessment Board proceedings.**
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| **Your Appeal** |
| **Module Code** | **Module Name (Please list below)** |
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| **What does your Appeal relate too?** |
| [ ]  | An assessment outcome or mark (following assessment board) |
|[ ]  Requirement to withdrawn from your course |
|[ ]  Academic misconduct judgement (i.e. plagiarism)  |
|[ ]  Mitigating Evidence Committee Decision  |
|[ ]  Other |
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| **Your appeal -** Please use the space below to outline your appeal: |
| Please give a clear account of your appeal. Please consider adding the following information, where applicable to your appeal, as this may help speed up our investigation:* Include a timeline of events where there are multiple dates or incidents you wish to mention (where known and if relevant).
* If your appeal is being submitted late, give a strong rationale for why it is late

Be as clear as possible about the events that have taken place and why this has led you to make a formal appeal. Paint a full picture of your circumstances: |
| **Resolution –** Please outline your proposed resolution if the appeal is upheld. This could be:a further attempt at a component of assessment; a revised penalty in relation to a verdict of academic misconduct; any other action to correct procedural irregularity, unfair treatment, prejudice or bias. If you have to resubmit an assessment, this will be communicated to you. |
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| **Supporting Evidence**  |
| Please outline the supporting evidence you will be submitting with your appeal. You will need to submit evidence with your appeal for this to be investigated. Types of evidence include (but not limited too):* fit note (with relevant date to the assessment).
* medical appointment letters or patient summaries.
* death certificate, order of service, or obituary.
* police report (of relevant incident).
* explanation from the Student Wellbeing Team at your campus.
* letter of support/explanation from a third party (e.g., medical practitioner, or healthcare professional).
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| **Type of Evidence (Please list below)** | **Date**  |
|  | Click or tap to enter a date. |
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| **Representation**  |
| You are entitled to select a friend or other advocate as your representative for the appeals process. This cannot be a legal professional, member of BIMM University staff or your doctor.  |
| **Name**  |  |
| **Surname** |  |
| **Relationship** |  |
| **Email** |  |

**Student Declaration**

By signing this form, you are agreeing that the University can hold and process any data you have submitted for the purposes of investigating your appeal. You are also agreeing that any data you have already submitted to the University for other purposes (such as mitigating evidence claims or assessment scripts) may be collected for investigation.

Students will be notified within 5 days of the Appeals Panel whether their appeal has been successful, and a resolution will be offered. If a student is dissatisfied with the outcome, you can request an internal review within 21 days via the Internal Review Request Form.

Following review, students can request external review within 12 months via the [OIA.](https://www.oiahe.org.uk/)

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| **Student signature** | **Date**  |
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Please return this form along with any supporting evidence to: cap@bimm.co.uk