

## **Further Education Appeals Guidance**

### **1. Introduction**

This guidance and accompanying form are for use by students enrolled on Level 2 and 3 courses at BIMM Institute, Institute of Contemporary Theatre, Performers' College or Screen & Film School (collectively referred to as "The University"). Any other students should contact their Course Leader in the first instance. Please ensure that you have read and understood the Further Education Appeals Procedure, which can be found on our website.

### **2. Timelines**

#### 2.1 Review of Assessment Outcomes

For reviews of assessment outcomes, in the first instance, a student should approach their tutor to discuss their concerns. The tutor will discuss the assessed work with the student to explain the grading decisions made.

Otherwise, a formal review of assessment outcome must be made within **5 working days** of the mark being released.

#### 2.2 Making an Assessment Appeal

Appeals must be lodged within **10 working days** of the result of your mark being announced – only if they meet the grounds for appeal as set out in the Further Education Appeals procedure.

#### 2.3 Appealing Student Disciplinary Panel Outcomes

Appeals must be submitted within **14 days** of notification of the outcome.

If the appeal is not on time you are required to provide an explanation as to why it is late. It is very important that you complete this section of your appeal form because, if your appeal is late and you do not have good reason for this, it may be rejected. If you are able to provide evidence in support of the reason why your appeal is late, this will strengthen the case for allowing your appeal to be accepted late.

### **3. Email Address guidance**

You are strongly advised to use your student e-mail address throughout the academic appeal process, as all traffic between University staff and student email accounts is encrypted by default. If you elect to use a non-student e-mail address, we will use this for all communications that do not include sensitive personal information. When we need to send files that contain sensitive personal details, we will send them to your student e-mail account and send a notification to your chosen personal email address. If you do not currently have a student e-mail address, it is important that you supply us with a mobile phone number. In these cases, files containing sensitive data will be encrypted using a password, this password will be sent to you via text message.

## Further Education Appeals Form

### **Section 1**

<b>S1.1 Personal Details</b>	
Title:	
Surname/ Family name:	
First Name(s)/Given name(s):	
Email Address (please see guidance above):	
Mobile Number:	

<b>S1.2 Term Time Address</b>			
Address			
Town:		County:	
Country:		Postcode:	
Landline number:			

<b>S1.3 Non-Term Time Address (if different)</b>			
Address			
Town:		County:	
Country:		Postcode:	
Landline number:			

<b>S1.4 Preferred Method of Contact</b>	
Email <input type="checkbox"/>	Post <input type="checkbox"/>

<b>S1.5 Reasonable Adjustments</b>
<p>If you have a disability which means there are adjustments you would like us to consider making to our process, please indicate these here. (If necessary, we will contact you to discuss this in further detail.)</p>

Note: If your contact details change at any point during the appeals process, it is important that you notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore, you need to inform the member of staff dealing with your appeal if you are going to be away and unable to be contacted during the appeals process.

**Section 2 (optional):**

As part of the appeals process, you are entitled to appoint a representative to act on your behalf. This is entirely optional and is meant to help students who do not feel able to engage with the appeals procedure themselves. If you elect to appoint a representative, the University will only communicate with your representative throughout the process. A close family member would be the best choice, but you are free to choose anyone appropriate who is willing to act on your behalf and is able to put your case forward.

The following people would not be appropriate representatives:

- Any legal representative.
- Your Doctor.
- A member of staff from the University.

<b>S2.1 Your representative</b>			
Title:			
Surname/Family name:			
First Name(s)/Given name(s):			
Relationship to student			
Address			
Town		County	
Country		Postcode	
Landline:			
Mobile*:			
E-mail Address:			

<b>S1.4 Preferred Method of Contact for your representative</b>	
Email <input type="checkbox"/>	Post <input type="checkbox"/>

Note: If your representative’s contact details change at any point during the appeals process, it is important that you, or your representative, notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore you, or your representative, need to inform the member of staff dealing with your appeal if your representative is going to be away and unable to be contacted during the appeals process.

\*A mobile phone number is required as documents will be emailed in an encrypted format and the password will be sent via text.

**Section 3**

<b>S3.1 Course information</b>		
At which college are / were you enrolled?	BIMM Birmingham	BIMM Brighton
	BIMM Bristol	BIMM London
	BIMM Manchester	ICTheatre Brighton
	Performers College Essex	Screen & Film School Brighton
On which course are / were you enrolled?		
Which year did you start this course?		

**Section 4**

<b>S4.1 Grounds for Appeal</b>	
Please tick at least one ground under which you are appealing.	
<b>Academic Appeal</b>	
a) There was a material administrative error in the assessment process.	<input type="checkbox"/>
b) The assessment had not been conducted in accordance with the <a href="#">FE Assessment &amp; Marking Procedures</a> .	<input type="checkbox"/>
c) Any other extenuating circumstance that may have affected the assessment decision.	<input type="checkbox"/>
<b>Student Disciplinary Appeal</b>	
a) Irrationality: the findings of fact in support of the decision were manifestly perverse.	<input type="checkbox"/>
b) Procedural Irregularity: the process was not conducted in accordance with the Procedures set out in the <a href="#">Student Disciplinary Procedure</a> .	<input type="checkbox"/>
c) New evidence has become available that could not be presented at the time of the investigation or Hearing which could have materially affected the decision, and there is good reason why this new evidence could not have been presented previously.	<input type="checkbox"/>
d) The sanctions imposed were disproportionate.	<input type="checkbox"/>

**Section 5**

<b>S5.1 Your Appeal</b>	
Please give a clear account of your appeal in as few words as possible	
<b>Date of Incident:</b>	
If your appeal is out of time, please provide a reason why, and detail any evidence you have provided.	

<b>S5.2 Informal Process</b>			
Wherever possible, appeals should be raised immediately with the member of staff responsible, or with a member of the Student Support team, with the aim of resolving the problem directly and informally. Please outline any informal steps that you took and why you were dissatisfied.			
<b>Date of Incident:</b>			

<b>S5.3 Resolution</b>			
Please outline how you think this issue could be resolved if we uphold your appeal.			

<b>S6.1 Supporting Evidence</b>	
Please list below the evidence you will be attaching to this form to support your appeal. It is your responsibility to ensure that all relevant evidence is sent with your appeal.	
<b>Type of Evidence</b> (e.g., medical certificate, course handbook, etc.):	<b>Date:</b>

**Section 7**

**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 and processed as evidence as part of the investigation. The data collected as part of the academic appeals process will be held by the University for 15 months from the date the process concludes (Including any reviews you may request) after which time it will be deleted or anonymised. Data from other procedures that have been used in the investigation process may continue to be held. If for any reason we are required to keep the academic appeals data for longer than the 15-month period, you will be informed. If necessary, information from your appeal may be shared with members of staff for the purpose of conducting the investigation and where possible this will be anonymised. If your appeal progresses to an external awarding body, any data submitted and processed as part of your appeal will be shared with the relevant organisation to facilitate their investigation. Usually, your name and excerpts of section S5.1 of this form will be disclosed to them.

**If you are submitting electronically, please type your name in the signature box.**

<b>Signature</b>	
<b>Date</b>	

**Representative Declaration** (if applicable)

By signing this form, you are agreeing that the University can hold and process the data you have submitted for the purposes of processing the appeal. Your information will only be used in relation to this appeal. Data may be shared with an external awarding body, if applicable but will not be shared with any other third parties. Data will be held for 15 months from the date the process concludes.

<b>Signature</b>	
<b>Date</b>	

Please return this form along with any supporting evidence to: [feappeals@bimm.co.uk](mailto:feappeals@bimm.co.uk)

<b>Office use only</b>	
Appeals ID Number	
Date Received	