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|  | **Procedural Appeals Form****BIMM University** |

A procedural appeal can be made to dispute a judgement made in relation to your studies in line with the following policy and procedures: Fitness to Study, Disciplinary Hearings / Student Disciplinary1, Student Engagement Policy or the Criminal Convictions Policy. This could be a sanction you have received, a suspension from studies or a decision to withdraw you from studies.

If you wish to appeal against a decision made via an Academic Misconduct Panel, please complete an Academic Appeal. There is a separate paper / electronic form for this available.

**Instructions**

Complete this form to make a request for a Procedural 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 Procedural Appeals**

| **Procedure** | **Deadline for Appeal** | **Applicable Grounds (See section below or Student Appeals Procedure)** |
| --- | --- | --- |
| Student Engagement Policy | Within **14 days** of being withdrawn as a result of non-engagement or attendance inline with the Student Engagement Policy |  A, B, C |
| Fitness to Study Procedure | Within **21 days** of receiving the outcome of a Fitness to Study Panel. |  A, B, C, D |
| Student Criminal Convictions & Charges Procedure | Within **14 days** of receiving the Criminal Convictions & Charges Panel outcome. |  A, B, C, D |
| Student Disciplinary Procedure[[1]](#footnote-1) | Within **14 days** of receiving the Disciplinary Panel outcome. | A, B, C, D |

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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:** |  |
| **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. If you need help, please seek support on which grounds you have.  |
|[ ]  1. 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.
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|[ ]  1. There is evidence of procedural irregularity, including administrative doubt as to whether the result might have been different had there not been such an irregularity; those who determined the outcome were not aware when they made their decision, and which could not reasonably have been presented to them.
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|[ ]  1. There is evidence of prejudice or of bias on the part of those making the decision.
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|[ ]  1. Irrationality: the findings of fact in support of the decision were manifestly unreasonable or the sanctions imposed were disproportionate.
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| **Please select which procedure your appeal relates too:** |
|[ ]  Student Engagement Policy |
|[ ]  Fitness to Study Policy |
|[ ]  Criminal Convictions & Charges  |
|[ ]  Student Disciplinary Procedure |

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| **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:There is space on the next page to write a full account of your appeal. |
| **Your appeal -** Please use the space below to outline your appeal: |
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| **Resolution –** Please outline your proposed resolution if the appeal is upheld. This could be:action to correct procedural irregularity, unfair treatment, prejudice or bias; reconsideration of a suspension or other sanction made against you; rehearing of your evidence etc.  |
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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** |  |
| **Address** |  |
| **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

1. This includes breaches of our Sexual Misconduct Policy, Bullying and Harassment Policy, Student Code of Conduct, and other policies where breaches are processed via the Student Disciplinary Procedure. [↑](#footnote-ref-1)