

Academic Appeals Guidance

This guidance and associated form is for use by students enrolled on courses leading to a BIMM Award (students enrolled at a BIMM Institute, ICTheatre, Performers' College or its franchise partner, Screen & Film School – collectively referred to as “The Institute”), as well as those enrolled on a course leading to a University of Sussex award.

Any other students should contact their Course Leader in the first instance.

Please ensure that you have read and understood the Academic Appeals Procedure, which can be found on our website.

Informal Process

Wherever possible, if you are considering making a complaint, you are strongly advised to talk to one of the following postholders. They can advise you on how to deal with your appeal and help to resolve it directly and informally in the first instance - if necessary, they can support you in the process of making a formal appeal:

- Student Support Advisor
- Course Leader
- Head of Student Services
- College Principal
- One of your Student Representatives.

Timelines

- Academic Appeals must be lodged within **21 calendar** days
- Appeals against withdrawals from your course at the Institute must be made within **9 Calendar** days.
- Appeals against withdrawals resulting from fitness to study procedures must be made with **21 calendar days**.

Appeals against penalties for the late submission of work for assessment or missed examinations are unlikely to be considered unless you can provide sufficient evidence of mitigating circumstances.

E-mail address guidance

You are strongly advised to use your student e-mail address throughout the academic appeal process, as all traffic between Institute 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.

**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 Institute 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 Institute.

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

S2.2 Preferred Method of Contact for Your Representative	
E-mail <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:**

S3.1 Course Information			
At which College are/were you enrolled?	BIMM Berlin	BIMM Birmingham	BIMM Brighton
	BIMM Bristol	BIMM Dublin	BIMM Hamburg
	BIMM London	BIMM Manchester	ICTheatre Brighton
	ICTheatre Manchester	Performers College	Screen & Film School
On which course are/were you enrolled?			
Which year did you start this course?			
If you have finished or withdrawn from the course, when did this happen? <i>Please provide details of how you were withdrawn, if applicable (e.g. via Exam Board or SARC)</i>			

**Section 4:**

S4.1 Grounds for Appeal	
Please tick at least one ground under which you are appealing.	
Appeals which are made without any grounds are likely to be deemed inadmissible and not upheld. Please note there is no right of appeal against matters of academic judgement . It is also important that you provide evidence to support the grounds that you are appealing under	
Academic Appeal (Appeal relating to assessment and the decisions of examination boards)	
<input type="checkbox"/>	a) That there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners
	b) There was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award
	c) There exists evidence of prejudice or bias on the part of an examiner
Non-Academic Appeal (Appeals relating to other procedures such as withdrawal through the student engagement policy)	
	a) That there existed circumstances, or new evidence has become available, which affects the student's case; of which those who determined the judgement were not aware when their decision was taken, and which could not reasonably have been presented to them.
	b) That there is evidence of procedural irregularity (including administrative error) in the consideration of the student's case of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity.
<input type="checkbox"/>	c) There exists evidence of prejudice or bias on the part of those making the decision.
Student Disciplinary Appeal	
	a) The findings of fact in support of the decision were manifestly perverse;
	b) That the hearing/interview was not conducted in accordance with the procedures set out above;
	c) New evidence has become available that was not available at the time of the Hearing which could have materially affected the decision of the Panel, and there is good reason why this new evidence could not have been presented at the Hearing.



Section 5:

S5.1 Your Appeal	
Please give a clear account of your appeal in as few words as possible.	
Date of incident:	

S5.2 Informal Process			
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.			
Name of the person you contacted:		Approximate date informal process was concluded:	

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



Section 6:

S6.1 Supporting Evidence	
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.	
Type of Evidence (e.g. Medical certificate, course handbook, etc.)	Date:



Section 7:

Student declaration

By signing this form, you are agreeing that the Institute 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 Institute 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 Institute 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 you submit a request for review to the University of Sussex (if applicable) or the Office for the Independent Adjudicator (OIA) (the regulatory body for complaints and appeals in UK Higher Education), 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.

Signature	
Date	

Representative (if applicable)

By signing this form, you are agreeing that the Institute 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 the OIA (or the University of Sussex, if applicable) if a review is requested but will not be shared with any other third parties. Data will be held for 15 months from the date the process concludes.

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

Signature	
Date	

Please return this form along with any supporting evidence to: cap@bimm.co.uk

Office use only	
Appeals ID Number	
Date Received	