# Academic Appeal Form for Taught Students (Undergraduate or Postgraduate taught only)

Before you fill out and send in your Academic Appeal form, please make sure you understand:

* Your final progress decision (results) on the Student Gateway and what this means
* [Guidance on how to complete the Academic Appeal form](https://intranet.birmingham.ac.uk/student/academic-support/registry/documents/public/student-conduct-complaints-and-appeals/student-appeals-documents/guidance-for-completing-the-academic-appeal-form-223kb.pdf)
* [Frequently Asked Questions about Academic Appeals](https://intranet.birmingham.ac.uk/student/academic-support/registry/documents/public/student-conduct-complaints-and-appeals/student-appeals-documents/appeals-faq-261kb.pdf)
* [The Code of Practice on Academic Appeals](https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/codesofpractice/index.aspx)

If you believe your marks were entered incorrectly or are unsure what they mean for your academic progress, you should speak to your School first. They may be able to resolve your concerns without needing to complete this form. Remember that you cannot appeal any provisional mark, marks you are unhappy with, or on the basis that you believe that you deserved higher marks.

Please type your responses so that they are clear, concise and easy to read. You can get support from [Guild Advice](https://www.guildofstudents.com/support/guildadvice/who-we-are-guild-advice/) in the Guild of Students when completing this form. You should submit your Academic Appeal **within 10 working days** of the progress decision being made available to you.

## Evidence to support your appeal

You **must provide** evidence to support your appeal that is:

1. Genuine – if we discover that any of your evidence is fake, forged, or altered in any way; we will reject your appeal and may take disciplinary action;
2. Independent – letters from relatives or friends are not normally accepted;
3. Written in English – if the evidence was written in another language, you must include an official certified translation;
4. Dated; and
5. On official, headed paper or have an official stamp or seal of the issuing authority.

You should not submit audio, photographic, or video evidence which contains graphic, violent, or distressing content. Please only share information about living third parties if it is necessary and relevant for your appeal. Do not include anyone else's information unless it is relevant to your situation. If you do share someone else’s information, you need to tell that person that you have shared their data with the University so that they can contact us if they do not want their information being processed and held by us for your appeal. If you cannot notify the third party because it is not safe, or possible, please let us know why, so we can understand your situation and take it into account.

If you are unable to complete this form correctly and/or submit evidence on time, it will delay your appeal and may lead to your appeal being rejected as ineligible. Once you have completed this form, you should email it and your evidence to: [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)

## Processing your appeal

We will email within the next five working days to the email address you have contacted us on to confirm that we have received your appeal. If we do not need to clarify anything with you, you can expect another email from us in about 6-8 weeks with your Academic Appeal outcome Please wait for 8 weeks before contacting us for any updates.

During this period, you should take any upcoming resit attempts that are available as normal. Sometimes you might not receive your appeal outcome in time to return to your studies. This could happen if you have missed too many classes to join part-way through term. If this is the case, you will be placed on a Leave of Absence until you can continue your studies, which is usually in the next academic year. You can find more information about this in the Code of Practice on Leave of Absence Procedure

# Your Appeal 1. **About you**

|  |  |
| --- | --- |
| Name |  |
| ID Number |  |
| Programme |  |
| Year of Study |  |
| School or Department |  |
| Personal Email Address  (**not** your University email address) |  |

We will send your Academic Appeal Outcome letter to the email address you give above. Please **do not** provide your University email address as it might be closed whilst we process your appeal.

## Supporting you

1. Do you think you need any specific help with the appeals process because of a disability?

Yes  No

1. If Yes, please give details of the help you will need in the box below:

|  |
| --- |
| Add text: |

1. If Yes, do you want us to share the above information with your School?

Yes  No

## Your progress decision

1. What progress decision made by the Board of Examiners do you wish to appeal against? If you are unsure what this is, please visit the Student Gateway and view ‘Exam Marks’.

Fail and withdraw  Award alternative qualification

Degree classification  Internal repeat of the year

External repeat of the year  Resit failed module(s)

Proceed (no resits required)

Proceed without outstanding requirements (resits required)

ii) Please specify what you would like the outcome of your appeal to be

Repeat the year in full (as an internal student)

Repeat the year in full (as an external student)

Amend final classification (carry Extenuating Circumstances forward)

Award a higher degree classification notwithstanding regulations

Progress to the next year of study with outstanding credits (maximum of 20 credits)

Allow further first (uncapped mark) opportunity/attempt\*

Allow further resit/resubmit (capped mark) opportunity/attempt\*

Waive penalties\*

\*If you wish to have a further attempt/penalty waived, please specify the codes and names of the modules concerned, and outcome requested below:

|  |  |  |
| --- | --- | --- |
| **Module Code** | **Module Name** | **Outcome requested (e.g. further resit)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you want to have these further attempts as an:

Internal student (you are required to attend sessions, complete assessments, and pay fees)

External student (you will only have access to the Library resources and Canvas if required, and if you are an overseas student, there may be fee or visa implications which you should discuss with your School and the International Student Team)

## Grounds of appeal

**Please read section 2.2** of the Code of Practice which provides full details of the grounds upon which you can appeal, before completing this section. You may appeal on either or both the following grounds by ticking one **or** both boxes below, **and** complete the relevant section(s) afterwards:

A)  I had unforeseen circumstances that affected my academic performance, and I can give good reasons as to why I did not provide evidence of these before the Board met to decide on my academic progress/award (complete ‘Reason A’ section)

B)  There was a significant administrative or procedural irregularity in the process which means the progress decision would likely have been different if it had not occurred (complete ‘Reason B’ section)

## 4a. Reason A – unforeseen circumstances

If you ticked box A, complete this section to tell us more about your unforeseen circumstances:

1. When did your unforeseen circumstances begin: **Click or tap to enter a date.**
2. Have your unforeseen circumstances ended?

Yes  No

If Yes, when did they end: **Click or tap to enter a date.**

1. How did these unforeseen circumstances affect your studies and academic performance?

I was not able to attend teaching sessions  
 I was not able to attend the examination(s)

I was not able to submit the assessment(s) on time  
 I had to leave the examination because I was unwell

I did not perform to the best of my ability  
 I had disrupted or limited time to prepare for the examination/assessment  
 I was unable to access University facilities/resources  
 I was not able to study at home

1. Explain in the box below how your circumstances affected your academic work (in date order and in less than 200 words, ideally using bullet points):

|  |
| --- |
| Add text: |

1. Explain in the box below how these circumstances were unexpected and out of your control (in date order and in less than 200 words, ideally using bullet points):

|  |
| --- |
| Add text: |

1. At the time of your unforeseen circumstances, did you seek any support from:

Wellbeing Officer  
 Student Support

School

Other

No-one

If you ticked ‘Other,’ please state who/which team you sought support from:

|  |
| --- |
| Add text: |

1. Did you submit an Extenuating Circumstances application at the time of your unforeseen circumstances?

**Yes**, and the outcome was:

Allow further sit/submit opportunity

Allow further re-sit/re-submit opportunity

Waive late penalties

Repeat the year in full (internal student)

Resit the year in full (external student)

Marks scaling

ECs carried forward

Award notwithstanding regulations

Action already taken

ECs application rejected

**No**, I did not submit an Extenuating Circumstances application or make my circumstances known to the Board **because:**

|  |
| --- |
| Add text: |

## 4b. Reason B – administrative or procedural irregularities

1. If you ticked box B, complete the box below to tell us more (in date order and in less than 200 words, ideally using bullet points) about what the significant administrative or procedural irregularity was:

|  |
| --- |
| Add text: |

1. Explain in the box below what impact the administrative or procedural irregularity had on you and/or your progress decision:

|  |
| --- |
| Add text: |

1. Explain in the box below why you did not raise the administrative or procedural irregularity at the time it took place:

|  |
| --- |
| Add text: |

## Supporting evidence

Please tick the evidence that you are submitting to support your appeal:

Medical evidence  
 Birth, death or marriage certificates

Police correspondence

Court letters

Financial information

Evidence of administrative/procedural irregularity

Other

If Other, please list using bullet points what this evidence is:

|  |
| --- |
| Add text |

**Reminders:**

* Include **all** the supporting evidence that you want us to consider with this form, as separate and labelled document(s).
* All documents must be in English or accompanied by certified translations.
* You are responsible for submitting the relevant supporting evidence. The Student Conduct, Complaints and Appeals Team does not hold any information previously submitted to the University for the purpose of Extenuating Circumstances or other procedures, and it will not obtain any documentation on your behalf.
* We can only accept appeals and evidence after the appeal deadline in exceptional circumstances.
* Your evidence will be shared with University staff who will process and review your submission. If you decide to submit a Complaint to the OIA afterwards, the information may also be shared with them. Make sure that you have permission from any living person mentioned in your evidence before sharing this information with us.

## Information sharing

When you submit an Academic Appeal, we need to keep information related to your appeal. This could include (but is not limited to) any evidence you provide, correspondence, and appeal outcomes.

We may need to share this information with other areas of the University on a need-to-know basis to ensure that your appeal can be processed, and the outcome implemented accordingly. This could include your department of study, Registry and those involved in Academic Appeal procedures.

If you would like to find out more about how we may share your information, please visit our website page on how we process your data: <https://www.birmingham.ac.uk/privacy/student-privacy-notice>

Did you seek help from Guild Advice before completing this form?

Yes  No

If yes, and you want us to share the results of your Appeal with the Guild please fill out and return with the Consent to Share Appeal Outcomes with the Guild Form found at **Appendix 1**.

Saying ‘no’ to sharing your information with the Guild will **not** affect the outcome of your appeal in any way. However, by saying ‘yes’ to this section and completing the Consent Form at Appendix 1, Guild Advice can better understand how their advice and support helps students, and what they can do to improve things.   
  
7. Student Declaration

In submitting my Academic Appeal, I agree that:

the information I have given is genuine, true, correct, and accurate to the best of my knowledge

the information included in, and relating to my appeal, which could include sensitive information, can be held by the University to process my appeal

if I fail to complete this form correctly and submit evidence promptly, my appeal may be delayed and/or could result in this application being rejected

I have read and understood the Academic Appeals Guidance Notes

I understand that advice and guidance is available from Guild Advice

I understand that if my appeal is successful, I may be placed on a Leave of Absence if I would be unable to continue or resume my studies in the current or next academic session.

**Signed:**

**Dated: Click or tap to enter a date.**

# Next Steps

* Make sure you have completed and signed the declaration above
* Check you have completed all the relevant sections of this form.
* Submit your form and evidence by email, as attachments, to [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)
* If you have any problems submitting your form or evidence by email, please [appeals@contacts.bham.ac.uk](mailto:appeals@contacts.bham.ac.uk)

**Appendix 1**

Consent Form

## (sharing your details with Guild Advice)

I understand that if I have received advice from Guild Advice in connection with my appeal, that the University will provide them, on request, with details of the outcome of my Academic Appeal Committee, Appeal Hearing or Senate Review Panel. This information will be used by Guild Advice to analyse outcomes in connection with appeals where they have provided students with advice.

This data will only be shared where a request is made by Guild Advice within six calendar months after the conclusion of the Committee, Hearing or Panel for which information is being requested.

Refusing consent to share this data will have no detrimental or any other impact on the prospects of my appeal.

Do you agree to the University sharing the outcome of your appeal with Guild Advice?

**Yes  No**

**Signed:**

**Dated:**

**You may withdraw your consent at any time by contacting the Appeals team at** [**appeals@contacts.bham.ac.uk**](mailto:appeals@contacts.bham.ac.uk)

Or

**Student Conduct Complaints & Appeals,   
Aston Webb,   
University of Birmingham,   
Edgbaston   
B15 2TT**