

Appeals

What are appeals?

The appeals process gives you a chance to appeal against your Board of Examiners' progress decision.

You must submit **valid grounds** and provide **evidence** that your situation was not or could not be fully understood.

If you simply disagree with your mark, your appeal will fail, as this is questioning the professional academic judgment of your School.

Will I be notified?

If your progress decision is 'Fail and withdraw', 'Internal Repeat' or 'External Repeat', 'Award of Alternative Qualification' or you are awarded a Lower Classification, your My B'ham results will be released on your My Bham portal and you will also be made aware of your right to appeal and the deadline for doing so.

The appeal deadline is **10 working days** from the date of your results release.

If you do not submit the completed form and evidence by the deadline, you may lose your right to appeal.

If you wish to submit an appeal, you must have grounds to do so. You may apply on 1 or more of the below grounds;

- (a) that there were circumstances unknown to the Board of Examiners which contributed to a student's academic performance and consequently to the progress decision against which the appeal is being made, and the student can present good reason for these circumstances not having been made known prior to the meeting of the Board of Examiners;
- (b) that there was an administrative or procedural irregularity or failure in the relevant assessment(s), which may give rise to a reasonable doubt as to whether the progress decision would have been different if it had not occurred;
- (c) *in the case of postgraduate research students only, that there has been bias in the assessment of their thesis on the part of one or more of the examiners.*

Where can I access the Appeals Forms?

<https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/appeals/appeal.aspx>

- Taught Students complete the 'Student's written appeal form for taught students'
- Research Students complete the 'Student's written appeal form for research students'

You must include supporting evidence with your appeal form and submit it by the deadline.

The Appeal form- what to include:

Section 1- General information, including your personal details

Section 2a- Have you sought advice from Guild Advice when completing this form?

Section 2b- Do you feel you require specific disability related support with the appeals process? If so, please give details

Section 3a- Please indicate the Board of Examiners progress decision you wish to appeal against

Section 3b- Please specify what you would like the outcome of your appeal to be

Section 4a/b- Select your ground/s for appeal

Section 4c- Give the full details of your case

Section 4d- Did you seek any pastoral support in relation to the reasons for your appeal or the appeals process itself?

Section 5- Evidence. You must provide a list of evidence you intend to submit with your appeal. For example Document 1, GP Letter, Document 2, letter from wellbeing officer, etc etc.

Covid 19- If you are unable to provide full evidence because of the COVID-19 situation, you can provide a brief explanation in space provided.

Section 6 a- Summary- **This section MUST be completed. Your form will ONLY be processed if this section is completed.** This summary must be completed as the Academic Appeal Committee uses this information in your summary as a starting point in considering your Academic Appeal. Word limit of 200 words.

Section 6b- If you are appealing on ground 4a please provide details of why you did not bring this information to the attention of the Board of Examiners through the extenuating circumstances process (max 200 words)

Section 7a- If your appeal is referred to an Academic Appeal Committee hearing will you attend?

Section 8a- Please confirm whether you understand that you will be placed on a Leave of Absence if you are unable to continue studying in the current session

Appendix 1: Consent Form -sharing your details with Guild Advice. If Guild Advice assists you with an appeal and you wish for us to chase progress or discuss your appeal with the appeals team, please provide consent on this section.

How to Get the Most from Your Appeal Form:

- Discuss possible options with your department, if appropriate.
- Be sure of your submission deadline, if you are unsure check at the earliest possible time.
- If you are appealing on the grounds of extenuating circumstances you must also have 'good reason' for not notifying the department at the correct time.
- Include evidence.
- Get someone to read through your form prior to submission.

Where Do I Submit?

Your form with all supporting evidence must be submitted to Student Conduct, Complaints and Appeals- appeals@contacts.bham.ac.uk

If you do not submit the completed form and evidence by the deadline, you may lose the right to appeal.

I have Been Notified I will Be Having an Appeal Hearing—What Happens Next?

An **Academic Appeal Committee Hearing** involves you presenting your case to a committee. (You should see the Advice Direct 'Now You Are Appealing' for more information.) The Appeals Committee can decide to:

- Reject the appeal.
- Uphold the appeal and allow a chosen form of reassessment.
- Refer back to the Board of Examiners for reconsideration.

Contact Guild Advice as soon as you are notified of an academic appeal hearing!

Representation at a hearing

The hearing may not take place until 6 – 8 weeks after the submission of your appeal form; however you can indicate your intentions regarding representation at a hearing on the appeal form. If you have an 'Academic Appeal Committee Hearing' you are entitled to take a 'friend' with you...this can be a member of university staff, another registered student at the University of Birmingham or an elected Guild Sabbatical officer.

What is the Role of the School/Department?

Once your appeal form is submitted, the Appeals Department will send your appeal to your school, who will:

- Reject your appeal.
- Recommend that your appeal be accepted with the decision you have requested.
- Recommend that your appeal be accepted with an alternative decision, e.g. internal repeat although you may have asked for an external repeat.

What is the Role of the Academic Appeal Committee?

- If the Panel decide that a case does not have grounds for appeal, it will be refused and there will be no appeal hearing.
- Uphold an Appeal in part or in full.
- Refer the matter to a full Academic Appeal Committee Hearing.
- Refer the matter back to the relevant Board of Examiners where cases of degree classification or alternative awards are being appealed against.
- For postgraduate students, thesis related issues allows the Academic Appeal Committee to set aside the original examination and recommend new examiners to be appointed.

My Appeal Was Rejected by the Academic Appeal Committee - What can I do?

Unfortunately there is very little that can be done if your appeal has been rejected by the Academic Appeal Committee. You can only appeal the Academic Appeal Committee decision through a 'Senate Review' submission if you can show that there was a procedural irregularity, or that you have evidence of a significant change in your circumstances.

You cannot appeal the Academic Appeal Committee decision on the grounds that you disagree with it, are unwilling to accept it, or because the school supported your appeal.

Sources of Help

Guild Advice

We can listen and advise on the process, and review written appeals prior to submission.

www.guildofstudents.com/guildadvice

Student Conducts, Complaints and Appeals Department

<https://intranet.birmingham.ac.uk/as/registry/policy/contact/index.aspx>

Codes of Practice on Appeals

<https://intranet.birmingham.ac.uk/as/registry/policy/complaint-appeal/appeals/appeal.aspx>

Academic Appeals

Progress Decision released from Board of Examiners

An Appeal MUST be made within 10 working days of the decision

Student MUST gather evidence, which must be presented in English. Evidence must be officially translated if not originally in English.

Eligibility for Appeal- You can submit an appeal on one or more of the following grounds:

1. You had extenuating circumstances that affected your academic performance
2. There has been an administrative or procedural irregularity that affected your academic performance. Postgraduate research students also have the additional ground of bias
3. In the case of postgraduate research students only, that there has been bias in the assessment of their thesis on the part of one or more of the examiners.

Eligible for Appeal?

Yes

No

Student must Submit Appeals Form within timeframe

SCCA* issue outcome Letter to Student

SCCA* will usually assess the Appeals Form within 10 working days

SCCA* sends Appeals Form to School.
School has 10 working days to respond to
CCA in writing



Appeal Reviewed by Academic Appeals
Committee. Decision made within 5 working
days

SCCA* issue outcome Letter to Student. The
appeals process takes around 6-8 weeks.



Student Satisfied with Appeal Outcome?

Yes



No further action required

No



Student submits a request for review of
SCCA* Decision within 15 working days by
submitting a Senate Review Form. Student
must have grounds- See Code of Practice on
Academic Appeals for further steps

***SCCA refers to Student Conducts, Complaints and Appeals Department**