**CONFIDENTIAL**

# APPEAL FORM (TAUGHT STUDENTS)

## INTRODUCTION AND GUIDANCE NOTES

**Please read this section carefully before completing the form:**

The College acknowledges that there may be occasions when something goes wrong or where circumstances outside your control have impacted on your academic assessment, award or progression. Usually it is possible to resolve these matters quickly by discussing them with relevant staff in your department, you can do this by raising an ASK query, or emailing your departmental administrators. The appeals process is intended for use in cases where it is not possible to resolve the matter at an early stage (i.e. prior to your result being formalised and published on your My Birkbeck profile).

* To be eligible to make an appeal under the Appeals Policy and Procedure (Taught) you **must** be registered on a taught programme of study at Birkbeck.
* Appeals must be made within **4 weeks** of the date that you received the formal assessment outcome, mitigating circumstances outcome or other Sub-Board Decision. Appeals received later than this will **not** be considered. **If you want to appeal against an assessment outcome, you must submit your appeal within 4 weeks of the mark being published on your My Birkbeck profile.**
* You are responsible for making a clearly evidenced case that your appeal meets the relevant grounds. **Appeals based solely on your disagreement with the marker’s assessment of your performance will not be considered.**
* You **must** attempt to resolve your appeal informally by early resolution, by discussing it with your personal tutor, programme director, supervisor, module co-ordinator or other appropriate member of staff in your department, **before** making a formal appeal.
* You **must** use this form to put forward your case. **You are required to complete all the sections that apply to you.** Appeals not made on the form, or appeals that are incomplete, will not be considered. If you require additional help or support completing the form, you can contact the Students’ Union: [advice@bcsu.bbk.ac.uk](mailto:advice@bcsu.bbk.ac.uk)
* Please familiarise yourself with the College’s regulations and policies, including the Appeals Policy. All students agree to abide by these regulations and policies at enrolment. Not being familiar with the policies (e.g. not knowing the deadlines set out in our policies) **will not** be accepted as a good reason for not meeting the requirements of the policies (e.g. deadlines). Relevant policies and regulations can be found [on the Birkbeck website](http://www.bbk.ac.uk/registry/policies/policies-1).
* All appeals **must** be supported by evidence. Appeals submitted without evidence will not be considered. **You will not normally be given an additional deadline for submitting evidence, so make sure all evidence you want us to consider is included with this form and reaches us at the same time as your appeal form.**
* Once you have completed the form, you should send it to [studentappeals@bbk.ac.uk](mailto:studentappeals@bbk.ac.uk)

## SECTION A: YOUR DETAILS

**Personal details:**

Title:Click or tap here to enter text.

Full name: Click or tap here to enter text.

Other names:

If you have ever been known by any other name whilst studying at Birkbeck let us know below*.*

Click or tap here to enter text.

Student Number: Click or tap here to enter text.

**Course details**

Programme of Study (include BA/BSc/MA etc): Click or tap here to enter text.

School: Click or tap here to enter text.

Department: Click or tap here to enter text.

**Date you received the result(s)/decision you are appealing against:**

Click or tap to enter a date. If you do not enter a date, we **cannot** consider your appeal.

## SECTION B: ABOUT YOUR APPEAL

**Sub-Board decision appeal relates to:**

Assessment outcome

Reassessment outcome

Assessment offence allegation

Progression decision

Termination decision

Rejection of a mitigating circumstances claim

Final Award outcome

**Module(s) the appeal relates to:**

If you selected assessment outcome, reassessment outcome or assessment offence allegation above, please now list in the table below every module and individual element of assessment the appeal relates to.

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| --- | --- | --- |
| **Module Title (and code)** | **Element of Assessment** | **Date you sat the assessment or submitted relevant coursework** |
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**Grounds of Appeal**

Tick **all** **grounds** that you think apply

Ground A:

You have undisclosed mitigating circumstances which you were unable,

or for valid reasons unwilling, to inform the Sub-Board of Examiners about

before the Board reached its decision.

Ground B:

There has been an administrative error.

Ground C:

The assessment or assessment decision was not conducted in accordance

with the relevant regulations and/or policies.

**If you selected GROUND A complete Section C1 below.**

**If you selected GROUND B complete Section C2 below.**

**If you selected GROUND C complete Section C3 below.**

**If you selected more than one ground, please complete**

**ALL relevant sections from C1-C3 below.**

## SECTION C1: MITIGATING CIRCUMSTANCES ADDITIONAL INFORMATION STATEMENT

### Guidance notes

**Please provide a brief summary of your appeal. Text is limited to 3000 characters (with spaces).**

**In your summary you MUST include:**

* **An explanation as to why you could not have reasonably been expected to use the normal mitigating circumstances process;**
* **Confirmation of your reasons for not disclosing the mitigating circumstances at the time of the assessment and that these were outside your control**

**If you do not include the above in your summary, your appeal may be REJECTED.**

**Please ensure that you have independent evidence *(e.g. Doctor’s letters or letters from other health professionals on letter headed paper)* of all the matters raised in your statement, and that all the evidence is included in your Evidence List in Section D of this form.**

**The following matters are NOT normally considered to be valid mitigating circumstances:**

* **Work arrangements or family problems**
* **Childcare arrangements**

**For a full list and other details see our** [**mitigating circumstances guidance**](http://www.bbk.ac.uk/registry/policies/documents/mitigating-circumstances-guidance.pdf)

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## SECTION C2: ADMINISTRATIVE ERROR ADDITIONAL INFORMATION STATEMENT

### Guidance notes

**Please provide a brief summary of the administrative errors you believe have occurred. Text is limited to 3000 characters (with spaces).**

**Please ensure that you have independent evidence *(e.g emails from staff or screenshots)* of all the matters raised in your statement, and that all the evidence is included in your Evidence List in Section D of this form.**

**Submissions made without independent evidence are unlikely to be accepted.**

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## SECTION C3: REGULATIONS AND POLICY ADDITIONAL INFORMATION

### Guidance notes

**Please provide a brief summary of the regulations or policies you believe have not been adhered to by the College in your case. Text is limited to 3000 characters (with spaces).**

**Please ensure that you make clear reference to specific policy or regulation points in your statement and explain clearly how the College has not met these policy or regulation points. You must provide supporting evidence and explain how the evidence supports your claims.**

**Please ensure the evidence is included in your Evidence List in Section D of this form.**

**Submissions made without evidence are unlikely to be accepted.**

You can find all relevant College policies [on the Birkbeck website](http://www.bbk.ac.uk/registry/policies/policies-1).

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## SECTION D: EVIDENCE LIST

Please provide a list of supporting evidence in the table below and make sure you have submitted it along with your form when you contact the Student Appeals team. Please ensure you have provided copies of **ALL** evidence you want to be considered as part of your complaint.

If you are unable to provide supporting evidence your appeal may be rejected.

**Any confidential third-party evidence submitted must be accompanied by written permission from the people named in the documentation**.

**TERMINATION APPEALS SPECIAL NOTE:** If you are appealing against Termination, you MUST provide a copy of your termination letter.

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| --- | --- | --- |
|  | **By email** | **By hard copy** |
| **Copy of relevant sub-board decision** |  |  |
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## SECTION E: DECLARATION

You should attempt to resolve your appeal by discussing it with your personal tutor, programme director, supervisor, module co-ordinator or other appropriate member of staff in your department, **BEFORE** making a formal appeal.

**Formal appeals will only be considered if you have engaged with this early resolution stage.**

**Please confirm you have done so by ticking the box below:**

I confirm that I have engaged with early resolution

Name of staff member you contacted about your appeal: Click or tap here to enter text.

Position: Click or tap here to enter text. School/ Department: Click or tap here to enter text.

Describe the outcome of any action taken so far and explain why you believe that the matter has not yet been resolved (1000 character limit).

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**Please now sign the declaration below regarding the processing of your form and evidence:**

I believe that the above information is accurate. I confirm that details of this appeal can be passed on to a case handler and the Chair of the relevant Sub-Board of Examiners. I understand that should my appeal be considered at Stage 2 or 3 of the Appeals procedure at Birkbeck, staff named in the Appeals Policy may also receive details about my appeal, this might include an independent appeal panel nominated by Birkbeck.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

## SECTION D: CONFIDENTIALITY STATEMENT

All information submitted in relation to an appeal will be dealt with confidentially and will only be disclosed to other parties for the purposes of conducting an effective investigation and achieving a judgement of an appeal, or as required by law. Where something is disclosed that could have a safeguarding impact we reserve the right to liaise with appropriate professionals.

**Any confidential third party evidence submitted must be accompanied by written permission from the people named in the documentation**. Examples of this might include medical documentation submitted on behalf of someone other than yourself.

As per the data retention schedule at Birkbeck, student records may be retained by the College for at least 6 years from the date that the student leaves the institution.