**Academic Appeal Form [TAUGHT AWARDS]**

*If the format of this document is not accessible to you, please email* *appeals@bournemouth.ac.uk* *or contact askBU and we will endeavour to supply the information in a more suitable format.*

*All Fields must be completed prior to submission. Incomplete forms will be returned prior to consideration. If you are re-submitting your form for Review Stage consideration please ensure that you have completed sections 5, 6 and 7.*

*Advice on completion of this form can be obtained from SUBU Advice (email* *subuadvice@bournemouth.ac.uk* *or phone + (0) 1202 965779) or askBU (email* *askBUstudents@bournemouth.ac.uk* *or phone + (0) 1202 969696).*

*If your IT account has been deactivated following withdrawal from the university, please contact IT services on + (0) 1202 965515 or 0800 196 2332, or via the service portal or live chat function to make a request for temporary access:* [*https://www.bournemouth.ac.uk/students/learning/it-information/need-it-help*](https://www.bournemouth.ac.uk/students/learning/it-information/need-it-help)

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| **1. Student/Apprentice Details** |
| **Surname** |  |
| **First name** |  | **Student ID number** |  |
| **Faculty** |  |
| **Programme** |  | **Level** **(Foundation/4/5/P/6/7)** |  |
| **Who have you contacted already about the issues you are going to raise in this appeal?****If you have already attempted to resolve the Appeal through informal means please provide dates and outcomes.*****If you have not already done so, we recommend that you contact either your Programme Support Office, Unit or /Programme Leader, SUBU advice or askBU, before submitting your appeal and for further advice about the process and to see if it can be resolved informally.*** |  |

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| **2. Appeal Details** |
| **Unit Name (or names)** |  |
| **Date(s) results were published** |  |
| **Grounds for Appeal - Please select all that apply****Please note: if your appeal does not fall within any of the grounds listed, then your appeal will be rejected** |
| **1. I believe there has been a material irregularity or significant administrative error in the assessment process.** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] |
| **2. I believe the assessment was not conducted in accordance with the regulations for the programme.** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] |
| **3. I believe my performance in assessment has been affected by illness or other factors which, for valid reason(s), I was unable to divulge before the meeting of the Assessment Board.**By “unable to divulge” we mean that you could not inform the University of any exceptional circumstances via the submission of an Exceptional Circumstances Board Consideration Form before the Assessment Board. You will need to explain why you were unable to tell the University about your exceptional circumstances earlierAll appeals submitted under this ground must be supported by **evidence** that supports the reasons ***why*** you were unable to submit an Exceptional Circumstances Board Consideration Form prior to the Assessment Board – see section 3 of this form ‘Formal Stage Evidence’. An example of this might be that you were hospitalised and unable to contact the university.If there is no valid reason why you were unable to submit a request for Exceptional Circumstances Board Consideration before the published deadline, your appeal will not be upheld on this ground and your Exceptional Circumstances cannot now be considered.[**What type of evidence will be considered**](https://intranetsp.bournemouth.ac.uk/pandptest/11A-appeals-ground-3-student-guidance.pdf)**?** | Yes / No |
| **Did you submit a Request for Exceptional Circumstances Board Consideration Form?**  | Yes / No |
| If no, please provide information to support why you were unable to submit a request for Exceptional Circumstances Board Consideration before the published deadlines. If yes please ensure you provide details of what additional evidence was not available at the time and why it was not available.  |
| **4. I believe there has been bias in the assessment process**  | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] |
| **Please indicate, without prejudice, what outcome or further action you are seeking**Students are reminded that in no case can an appeal outcome challenge the academic judgement of the Assessment Board.[**What sort of outcome is possible**](https://intranetsp.bournemouth.ac.uk/pandptest/11A-appeals-ground-3-student-guidance.pdf)**?** |  |
| **3. Formal Stage Evidence** |
| **Evidence Submitted in support of your Appeal**Please list all additional documentation you are submitting in support of your Appeal. You should provide evidence regardless of the grounds on which you are appealing.Students are specifically reminded that Appeals submitted on ground 3 (Exceptional Circumstances) **MUST** be supported by evidence that supports the reasons why you were unable to submit Exceptional Circumstances prior to the Assessment Board.[**What type of evidence will be considered**](https://intranetsp.bournemouth.ac.uk/pandptest/11A-appeals-ground-3-student-guidance.pdf)**?** |  |
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| **4. Formal Stage Declaration and check list** |
| By signing and dating below you are confirming that you have read and understood the following:* If you wish to be represented and involve formal Third-Party Representation, you must submit the relevant forms to confirm this. Please refer to *11L – Third Party Involvement: Procedure* for further details.
* The decision of the Assessment Board stands until the outcomes of an Appeal indicates otherwise. Where an Appeal is successful, all students still need to complete and pass all elements of their work before progressing to the next stage of their programme.
* The University enters into communications with students in good faith and expects the same from our students in return. Any false declaration, fraudulent evidence received and/or dishonesty is taken extremely seriously by the University and could result in disciplinary action (under *11K-Student Disciplinary Procedure*) and in very serious instances, may lead to expulsion from the University.
* The University reserves the right to check the authenticity of any submitted documents and evidence.
* The University will collate and consider additional evidence in relation to your Appeal. This information will be handled in accordance with the relevant Data Protection Policy.
* Any evidence provided that contains the personal data of a third party is received by the University on the understanding that the student submitting this has gained approval from the third party for submitting this and for the University to handle and process this in line with the relevant Data Protection Policy.

I declare that the information given in this form and the accompanying evidence is, to the best of my knowledge, true and complete. I will be willing to answer further questions relating to the statements and/or the evidence that I have provided. |
| **Signed (typed signatures emailed from a university email account are acceptable)** |  | **Date** |  |
| **Student checklist (please tick to confirm)** |
| I have read and understood 11A - Academic Appeals: Policy and Procedure for Taught Awards |  |
| I have submitted this Appeal within the 10 working-day deadline |  |
| I have provided all information required within the form |  |
| I have submitted relevant evidence to support my Appeal |  |
| I have read and understood the information outlined in the Declaration and signed and dated this form. |  |
| **Formal Stage Appeals should be emailed directly to the Faculty Education Services Manager. The contact details for each faculty’s Education Service Manager can be found** [**here**](https://www.bournemouth.ac.uk/students/help-advice/looking-support/making-appeal)**.** **You will receive confirmation of receipt of your appeal within 5 working days.****We will aim to get an outcome to you within 20 working days. Day 1 of the 20 working days will be the first full working day after receipt.****NB: The University defines a ‘working day’ as Monday to Friday excluding Bank Holidays and other days when the University is closed.**  |

*ONLY COMPLETE THIS SECTION IF YOUR APPEAL HAS ALREADY BEEN CONSIDERED AT THE FORMAL STAGE*

*When requesting that your appeal be reviewed following the Formal Stage outcome, you should only complete the section below.* ***You must not change or update information in any of the sections above.***

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| **5. Additional Review Stage Appeal Details** |
| **Date Formal Stage Outcome received** |  |
| **Formal Stage Outcome** |  |
| If you are dissatisfied with the outcome of the Formal Stage, you may request a review of your appeal on the following grounds. **Please select all that apply and provide a supporting statement explaining how your request meets each of the grounds you have selected**Please note: if your appeal does not fall within any of the grounds listed, then your appeal will be rejected. The Review Stage will not consider the issues raised in the original appeal afresh nor involve a further investigation. New points of appeal, including additional grounds, may not be raised at the Review Stage |
| 1. I consider there to have been material irregularities in the application of the University’s policies and procedures for considering my Appeal at an earlier stage of the process
 | Yes / No |
| [Please provide information to explain how your request meets the ground] |
| 1. I am providing new and relevant evidence in support of my Appeal which, for valid reason, I had not been able to supply at an earlier stage of the process

[**What is a valid reason**](https://intranetsp.bournemouth.ac.uk/pandptest/11A-appeals-ground-3-student-guidance.pdf)**?** | Yes / No |
| Please provide information to explain how your request meets the ground] |
| 1. The outcome of the Formal Stage is deemed to be unreasonable under the circumstances
 | Yes / No |
| Please provide information to explain how your request meets the ground] |

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| **6. Review Stage Evidence** |
| **You are not required to re-submit evidence listed above in support of your Formal Stage Appeal, however, if you have additional evidence in support of your appeal please list out all additional documentation you are submitting, and an explanation of why it was not available at an earlier stage in the process**Students are particularly reminded that requests for a review submitted on ground B **MUST** be supported by evidence that supports the reasons why you were unable to submit new and relevant evidence at an earlier stage of the process.[**What is a valid reason**](https://intranetsp.bournemouth.ac.uk/pandptest/11A-appeals-ground-3-student-guidance.pdf)? |  |
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| **7. Review Stage Declaration and check list** |
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* The decision of the Assessment Board stands until the outcomes of an Appeal indicates otherwise. Where an Appeal is successful, all students still need to complete and pass all elements of their work before progressing to the next stage of their programme.
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| **Signed (typed signatures emailed from a university email account are acceptable)** |  | **Date** |  |
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| I have read and understood 11A - Academic Appeals: Policy and Procedure for Taught Awards |  |
| I have submitted this Appeal within the 10 working-day deadline |  |
| I have provided all information required within the form |  |
| I have submitted relevant additional evidence to support my Appeal |  |
| I have read and understood the information outlined in the Declaration and signed and dated this form. |  |
| **Review Stage Appeals should be emailed directly to Academic Quality via** **appeals@bournemouth.ac.uk****You will receive confirmation of receipt of your appeal within 5 working days.****You will receive the Review Stage Appeal outcome within 20 working days.****NB: The University defines a ‘working day’ as Monday to Friday excluding Bank Holidays and other days when the University is closed.**  |