**Notification of Formal Academic Appeal**

This form **must** be used to submit a formal appeal, following an attempt to resolve locally (Early Resolution). **You must include information about the early resolution stage (who you spoke to, what the outcome was etc.) with this form.** By submitting your appeal you are agreeing to any information and evidence you submit being shared as is necessary to process your appeal.

* Refer to our [Academic Appeals](https://bucks.ac.uk/students/academicadvice/results/appealing-your-result) pages to **ensure that you have appropriate grounds** for submitting an appeal. Here you will find a link to the full process
* **Complete the form in full**, supplying all appropriate **evidence to support the grounds** for your appeal. All forms are available at the above webpages
* **Submit** the form by email to appeals@bucks.ac.uk **within 10 working days** of the original decision
* **Documentary Evidence** should be supplied with your form for each ground for appeal being cited
* **Dissatisfaction with the result** of an assessment or decision is not grounds for an appeal

# Personal Information

|  |  |
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| **Surname:** |  |
| **First name:** |  |
| **Student ID:** |  |
| **Email address:** |  |
| **Contact Telephone:** |  |
| **Are you registered with the University’s Disability Service?** | **Yes** [ ]  | **No** [ ]  |

# Appeal Information

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| **Course Name:** |  |
| **Year of Study:** |  |
| **Modules (if applicable):** |  |
| **Decision against which you are appealing (tick one only):** | **Board of Examiners** [ ]  |
| **Research Viva Panel** [ ]  |
| **MPhil / PhD Transfer Panel** [ ]  |
| **Date of formal notification of outcome / result:** |  |
| **Date of submission of appeal:** |  |
| **Have you attempted Early Resolution?** | **Yes** [ ]  | **No** [ ]  |
| **If yes, please confirm who you discussed this with and attached any documentary evidence (such as emails)** |  |

# Grounds for Appeal (see over)

* A **Procedural Irregularity** is a failure to follow the process or rules in place for making decisions, or when a decision has been made based on an error of fact.
* A procedural irregularity will only be considered where it has had a significant (‘material’) effect on the decision being appealed

**Dissatisfaction or disappointment** with the result of an assessment or decision **is not sufficient grounds** for an appeal. **No appeal will be accepted which relates to academic or (for practice-based assessments) professional judgement.**

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| Ground(s) | Student Statement | Evidence to support appeal |
| Procedural Irregularity |
|[ ]  Work not assessed in accordance with regulations |  |  |
|[ ]  Mathematical or recording error |  |  |
|[ ]  Board / Panel not properly constituted |  |  |
|[ ]  Board / Panel did not act within regulations and procedures |  |  |
|[ ]  Prejudice or Bias of marker / moderator |  |  |
|[ ]  Prejudice or Bias of Board / Panel Member / Head of School |  |  |
|[ ]  Other (specify) |  |  |

# Preferred Outcome

Please indicate your preferred outcome if your appeal is upheld. Note: This will depend upon the relevant regulations and may not be possible.

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| **Have you contacted the Students’ Union Advice Centre for guidance:** | **Yes** [ ]  | **No** [ ]  |

# Additional Guidance for Students

The Appeals process should **not** be used to make a claim for mitigating circumstances or to make a complaint about a perceived lack of service or failing of the University. Please see the [Academic Advice](https://bucks.ac.uk/students/academicadvice) pages for more information about the range of options available to you.

## Advice and support

* You should speak to yourRegistry Officer in the **Student & Course Administration Team** as they will be able to explain in more detail any decision (e.g. how your award has been calculated) and what this means to you. Your Programme Handbook will contain contact details.
* You are strongly recommended to contact the **Students’ Union Advice Centre**, as they will be able to support and advise you in making an appeal. You can contact them at either the High Wycombe or Uxbridge Campus offices. For more information about services and opening times, visit their [webpages](http://www.bucksstudentunion.org/support/advice), email SUAdvice@bucks.ac.uk or call 01494 603016.
* The **Governance and Quality Team** will also be able to provide information on how the appeals process works. You can contact them on appeals@bucks.ac.uk.
* The University does **not** allow formal legal representation as part of its internal appeals process.

## What happens next?

* Your appeal will be **reviewed** to ensure it meets requirements for an appeal. You may be asked for additional information and will normally be expected to respond within 5 working days. If it still does not meet requirements, or no response is received, your appeal will be rejected.
* A Case Officer will be assigned to your appeal and will prepare a **factual** **case report** for the Academic Appeals panel. They do not make any decision about the appeal but will highlight appropriate regulations or course information that may apply.
* Your case will be referred to the **Academic Appeals Panel**, where you will be invited to present your case. The panel will communicate their decision within 5 working days.
* If your appeal is upheld the original body will be asked to **reconsider your case** in the light of the appeal finding and any recommendations. Even if your appeal is upheld **it may not make a difference to your overall position or final award**.

## Tier 4 Student Visa Holders

**Please note that lodging an academic appeal does not extend your immigration permission in the UK as a student.** If your Tier 4 student visa is due to expire prior to receiving a decision on your appeal, you are still expected to leave the UK before your visa expires. Should you have any questions regarding your Tier 4 student visa, please contact the **Compliance and Administration Manager** in the Marketing & Student Recruitment Directorate.