**We recommend you read through this form before you begin completing it**

|  |
| --- |
| **Part A: Personal Details** |
| **A1: First name** |  |
| **A2: Family name** |  |
| **A3: Address, including postcode** |  |
| **A4: Contact telephone number** |  |
| **A5: University email address** | **@mail.bcu.ac.uk**  |
| **A6: Student ID number** |  |
| **A7: Your faculty** | Choose an item. |

|  |
| --- |
| **Part B: Reason for requesting a review**  |
| If you are not satisfied with the outcome of the formal academic appeal stage, you may be able to request a review within 15 working days if you can demonstrate one or more of the following grounds.  |
| **B1: What are your grounds for requesting a review?** |
| 1. I have new evidence which I was unable, for valid reasons, to provide earlier in the process that would have had a significant effect on the outcome of the formal academic appeal stage [ ]
2. The correct procedure was not followed during the formal academic appeal stage and this has had a significant effect on the outcome [ ]
3. The outcome was unreasonable given all the circumstances and the evidence considered [ ]
 |
| **B2: Is your request for a review being made within 15 working days of the outcome of the formal academic appeal stage?** |
|  |
| **B3: Using your chosen grounds for requesting a review, please say why you are not satisfied with the outcome of the formal academic appeal stage** |
| Please do not repeat the information in your formal academic appeal form: you must indicate why you feel you have grounds to request a review (delete the grounds that are not relevant)  |
| 1. I have new evidence which I was unable, for valid reasons, to provide earlier in the process that would have had a significant effect on the outcome of the formal academic appeal stage

**The new evidence could not have been provided earlier in the process because** **The new evidence I have provided with this request would have significantly affected the outcome of the formal academic appeal in the following way(s)** 1. The correct procedure was not followed during the formal academic appeal stage and this has had a significant effect on the outcome

**The correct procedure was not following during the formal academic appeal stage in the following way(s)** **This has had the following significant effect on the outcome of the formal academic appeal** 1. The outcome was unreasonable given all the circumstances and the evidence considered

**The outcome is unreasonable given all the circumstances and evidence because**  |

|  |
| --- |
| **Part C: Request for review details** |
| **C1: What evidence are you providing?**  |
| Please label your evidence and describe what it is below. For example, *Evidence A is an email sent to me from the University on 28th September 2021*. **We will only consider your evidence if you have labelled it, and describe how it supports your request for a review in B3 (above)**: |
|  |

|  |
| --- |
| **D: Your Declaration**  |
| I have read and understood the Academic Appeals Procedure. I confirm the information given on this form and the supporting evidence is true and accurate. I understand that if my appeal is considered vexatious the University will terminate its consideration of the appeal I authorise the University to consider my appeal and if necessary check that the evidence I have submitted is genuine.Birmingham City University is the data controller for the personal data processed to consider your academic appeal. We consider that the lawful basis for processing your personal data falls under Article 6(1)(b) (performance of a contract) of GDPR because it is necessary as part of the contract between you and the University. In addition, we consider the processing of any special category personal data provided as part of the appeal process will fall under Article 9(2)(a) (explicit consent) of the GDPR as the personal data is provided on a voluntary basis by you to support your claim. |
|
|
|
|
|
|

|  |
| --- |
| **Signature** |
| If submitting your form electronically (for example, by email), please type your name |
|  | **Date:** Click here to enter a date. |

Submit your completed form along with any evidence to: AppealsandResolutions@bcu.ac.uk.

We will send you a dated acknowledgement of receipt within five working days of receiving this form. **If you have not heard from us after this time, please contact Student Governance at the email address above.**