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

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| **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** |
| **A7: Student ID number** |  |
| **A8: Your faculty** | Choose an item. |

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| **Part B: Early resolution of query** | |
| You can only submit your academic appeal using this form if you have completed the early resolution of query stage | |
| **B1: What was the outcome of the early resolution of query stage, and why are you not satisfied with it?** | |
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| **B2: When did the early resolution of query stage end?** | Click here to enter a date. |
| **B3: Who did you contact about your query?** | |
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| **B4: What did they do?** | |
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| **B5: Would you consider mediation to attempt resolution of your academic appeal?** | |
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| **Part C: Academic appeal details** |
| **C1:** You must make a formal academic appeal within 20 working days of the results being published if the appeal relates to procedural irregularity, or within 20 working days of you receiving the decision if it relates to extenuating circumstances |
| 1. The reason for my academic appeal is a procedural irregularity 2. The reason for my academic appeal is an extenuating circumstances decision |
| **C2: Are you making your academic appeal within 20 working days of either the results publication, or the Extenuating Circumstance decision?** |
| If you are not making your academic appeal within 20 working days of the decision, you **must** provide the reason: |
|  |
| **C3: Your academic appeal** |
| Please set out your academic appeal clearly and briefly (delete the reason for your academic appeal that is not relevant). **We will only consider your evidence if you mention how it supports what you are saying**: |
| 1. For academic appeals relating to procedural irregularity   Which assessment was affected (module code and title)?  When was the result published?  What procedure was not followed in relation to this assessment?  How did this affect the mark or grade you were given?  What evidence are you providing in support of your academic appeal?   1. For academic appeals relating to an extenuating circumstances decision   Which assessment(s) does your academic appeal relate to (module code(s), title(s) and date(s) of assessment(s))?  What evidence are you submitting that was previously unavailable when your Extenuating Circumstance decision was made?  Why was the evidence previously unavailable when you made your Extenuating Circumstance claim?  What does the new evidence show? |
| **C4: 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 2015*. **We will only consider your evidence if you have labelled it and described how it supports your academic appeal in C3 (above)**: |
|  |
| **C5: What outcome are you hoping for?** |
| We will only consider outcomes which are reasonable, and which are allowed by the University’s Academic Regulations and policies. |
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| **D: Your Declaration** |
| I have read and understood the Academic Queries and Appeals Procedure. I understand that the University will assess my request to decide whether it meets the conditions to be considered under the Academic Queries and Appeals Procedure. I can confirm that the information given on this form and the supporting evidence is true and accurate. I understand that if my academic appeal is believed to be frivolous or vexatious the University will terminate its consideration of this academic appeal and write to me to explain the reasons. I understand that the University may need to share information with other persons or organisations as part of any investigation to resolve my academic appeal. By submitting this form I authorise the University to investigate my academic appeal. |
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| **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 your evidence to: [complaintsandappeals@bcu.ac.uk](mailto:complaintsandappeals@bcu.ac.uk) or post to: **Complaints and Appeals, Birmingham City University, Curzon Building, 4 Cardigan Street, Birmingham, B4 7BD.**

If your academic appeal is eligible for consideration under the Academic Queries and Appeals Procedure, 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 Complaints and Appeals at the email address above.**