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

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| **Part A: Personal Details** | |
| **A1: First name** |  |
| **A2: Surname** |  |
| **A3: University email address** | **@mail.bcu.ac.uk** |
| **A4: Student ID number** |  |

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| **Part B: Informal resolution** |
| **B1: Have you attempted informal resolution?** |
| *Guidance: While informal resolution is not compulsory, we encourage all students to engage with this stage as it is often the quickest and easiest way to solve problems. If it seems that the issue(s) you are raising would be suitable for informal resolution, Student Governance may signpost you to appropriate staff to discuss informal resolution before taking any further action.* |
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| If you have answered ‘Yes’ to the question above, please explain what the outcome was and who provided the outcome to you.  **The outcome of informal resolution was:** |
| If you have answered ‘No’ to the question above, please explain why you have not attempted informal resolution.  **I have not attempted informal resolution because:** |

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| **Part C: Appeal details** |
| **C1: What grounds of appeal are you relying on?** |
| *Guidance: You can only appeal on the basis of the grounds listed below. Appeals against academic judgment will be considered ineligible. The OIA defines academic judgment as ‘a judgment that is made about a matter where only the opinion of an academic expert is sufficient.’* |
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| **C2: When were your results published?** |
| *Guidance: You should usually submit an appeal within 15 working days of your confirmed results being published. Appeals submitted outside 15 working days may still be considered, but may be deemed ineligible if they are considered unreasonably delayed.* |
| Click here to enter a date. |
| **C3: Appeals relating to extenuating circumstances: decision dates** |
| *Guidance: Only complete this section if you are submitting an appeal on the ground that you have made an extenuating circumstances claim which has been unsuccessful at both the initial consideration stage and the query stage. Please provide the date of the initial EC decision and the query decision. This will help us to identify the claim decision you are appealing.* |
| **Date of initial extenuating circumstances decision:** Click here to enter a date.  **Date of query decision:** Click here to enter a date. |
| **C4: Please describe your academic appeal** |
| *Guidance: Please set out your appeal clearly and briefly. You should provide as full details as possible e.g. which module was affected; what procedure has not been followed; how was the marking process biased; how were your marks affected?* |
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| **C5: What evidence are you providing in support of your appeal?** |
| *Guidance: You must provide evidence in support of your appeal. Appeals submitted without any evidence may be considered ineligible, or we may pause consideration of your appeal and give you time to provide evidence. You should list your evidence below and should refer to it in your explanation at Section C4.* |
| **Evidence A:**  **Evidence B:**  **Evidence C:**  **Evidence D:**  **Evidence E:** |

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| **Part D: Resolution** |
| **D1: What outcome are you seeking?** |
| *Guidance: We will only consider outcomes that are reasonable and which are allowed under the University’s Academic Regulations.* |
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| **Part E: Data Protection** |
| Birmingham City University is the data controller for the personal data processed to consider your formal 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 formal 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 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. |

**Next steps**

Submit your completed form along with your evidence to: [AppealsandResolutions@bcu.ac.uk](mailto:AppealsandResolutions@bcu.ac.uk).

If your appeal is eligible for consideration, 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. **Before you submit your form, check you have done the following**. This will help speed up our consideration of your appeal. Have you:

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| * Checked the Procedure to see if your appeal is likely to be eligible? | * Considered whether your appeal can or should be resolved informally, and attempted informal resolution? |
| * Provided evidence in support of your appeal, or indicated that evidence will follow? |  |