

This form must be used to submit a formal appeal, **after** an attempt of local appeal under the [Academic Appeals Process](#). Please complete the form in full and submit to appeals@bucks.ac.uk **within 10 working days of the outcome of the local appeal**. All evidence to support your appeal should be included with the form. By submitting your appeal you are agreeing to any information and evidence you submit being shared as is necessary to process your appeal.

Section 1: Personal Details					
Forename(s):				Title:	
Surname:				Student ID:	
Course Name:					
Declared Disability: Are you registered with the University Disability Service					
Modules: if applicable				Year of Study:	
E-mail address for all correspondence:					
Contact telephone number:					
Appeal against decision by: Indicate the decision-making panel that you want to appeal against.		Board of Examiners	<input type="checkbox"/>	Academic Misconduct	
		Mitigating Circumstances	<input type="checkbox"/>	Fitness to Practise	
		MPhil/PhD transfer Panel	<input type="checkbox"/>	Research Viva Panel	
Date of result or outcome letter/email/notification: Ensure you include the decision letter/email with your form					
Section 2: Grounds for appeal Please tick which of the following categories apply to your appeal. You may tick more than one if it is eligible for the appeal that you are making.					
Section 2A: Procedural Irregularity. (Applicable to all types of appeal)					
Work not assessed in accordance with regulations	<input type="checkbox"/>	Mathematical or recording error	<input type="checkbox"/>	Board/Panel not properly constituted	<input type="checkbox"/>
Board/Panel did not act within regulations and procedures	<input type="checkbox"/>	Prejudice or Bias of marker/moderator	<input type="checkbox"/>	Prejudice or Bias of Board/Panel member/HoS	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>				
Section 2B: Manifest Unreasonableness (Appeal against Mitigating Circumstances or Fitness to Practise ONLY)					
Unreasonable decision with regards to evidence provided	<input type="checkbox"/>	Unreasonable decision within the regulations	<input type="checkbox"/>	Unreasonable sanction (harsher than could be expected)	<input type="checkbox"/>

**Section 2C:
New Evidence**
 (Appeal against
 Mitigating
 Circumstances
 or Fitness to
 Practise ONLY)

Either:	<input type="checkbox"/> Evidence unknown at time of claim	<input type="checkbox"/> Evidence unavailable at time of submission/ hearing
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Section 3: Local appeal information

This section is not required for Fitness to Practise, Mitigating Circumstances or Academic Misconduct Appeals

Date of local appeal outcome:

You must include the local academic appeal form, the local appeal record form and all the evidence reviewed in this stage of the appeal with this form.

Explanation of local appeal and outcome

Please detail in the box below.

Section 4: Student Statement

Please use the box below (or attach a separate statement) to explain, clearly and concisely, the reason for your appeal. You need to explain why you think your appeal should be considered on the grounds you have indicated in section 2. Your statement should follow the timeline of the events, highlighting the evidence you have to support the grounds of your appeal (section 2). Please exclude events that do not fall under the appeals process. It is often helpful to write a timeline as a table, an example is provided in the guidance notes.

Section 5: Evidence to support appeal

Please use the boxes below to list the evidence that you are providing to support the grounds for your appeal. Appeals without evidence are unlikely to be considered. Any evidence that cannot be supplied electronically must be forwarded to **Academic Assessment & Conduct, AQD, Bucks New University, Queen Alexandra Road, High Wycombe, Bucks, HP11 2JZ**

Student Checklist:

Read the Academic Appeals process?	Sought advice and support?
Completed a local appeal?	Submitting appeal with 10 working days of local outcome letter?

Provided local appeal outcome and all related documents?	Completed all sections of the form, providing reasons for the grounds claimed?
Provided letter/email of decision appealing against?	Provided evidence to support grounds for appeal?

Notice of Formal Academic Appeal

Appeal

Guidance notes

When completing this form you are advised to consult **Formal Document: Academic Appeals** which details the regulations relating to the procedure for submitting an appeal and to seek advice from the School Registrar, Research Unit SU Advice Centre or Disability Support Service.

What is an appeal?

An appeal can only be made against decisions that have been made as part of a particular process, panel or board – it should not be used to make a claim for mitigating circumstances (submit a mit circs claim) or to make a complaint about a perceived lack of service or failing of the University (submit a complaint).

How will my appeal be assessed?

Your formal appeal is divided into three parts.

Part One:

Your appeal will be reviewed by a member of Academic Quality Directorate (AQD) to see if it meets the minimum requirements to make an appeal. You may be asked for additional information at this stage. If it does not meet the requirements or appears to fall under another process, the appeal will be rejected and you will be provided with information about what possible steps you may take.

Part Two:

If it meets the minimum requirements, a case officer from AQD will be assigned. It is their job to review the full appeal, including any additional information and write a report for the Academic Appeals panel. They do not make the decision about the appeal.

Part Three:

The Academic Appeals panel. The panel will invite you and a representative from the relevant decision-making panel against which you are appealing, to present your case to them. The panel will make the decision on your appeal after meeting you and send the outcome in writing within 5 working days.

Example timeline for an appeal

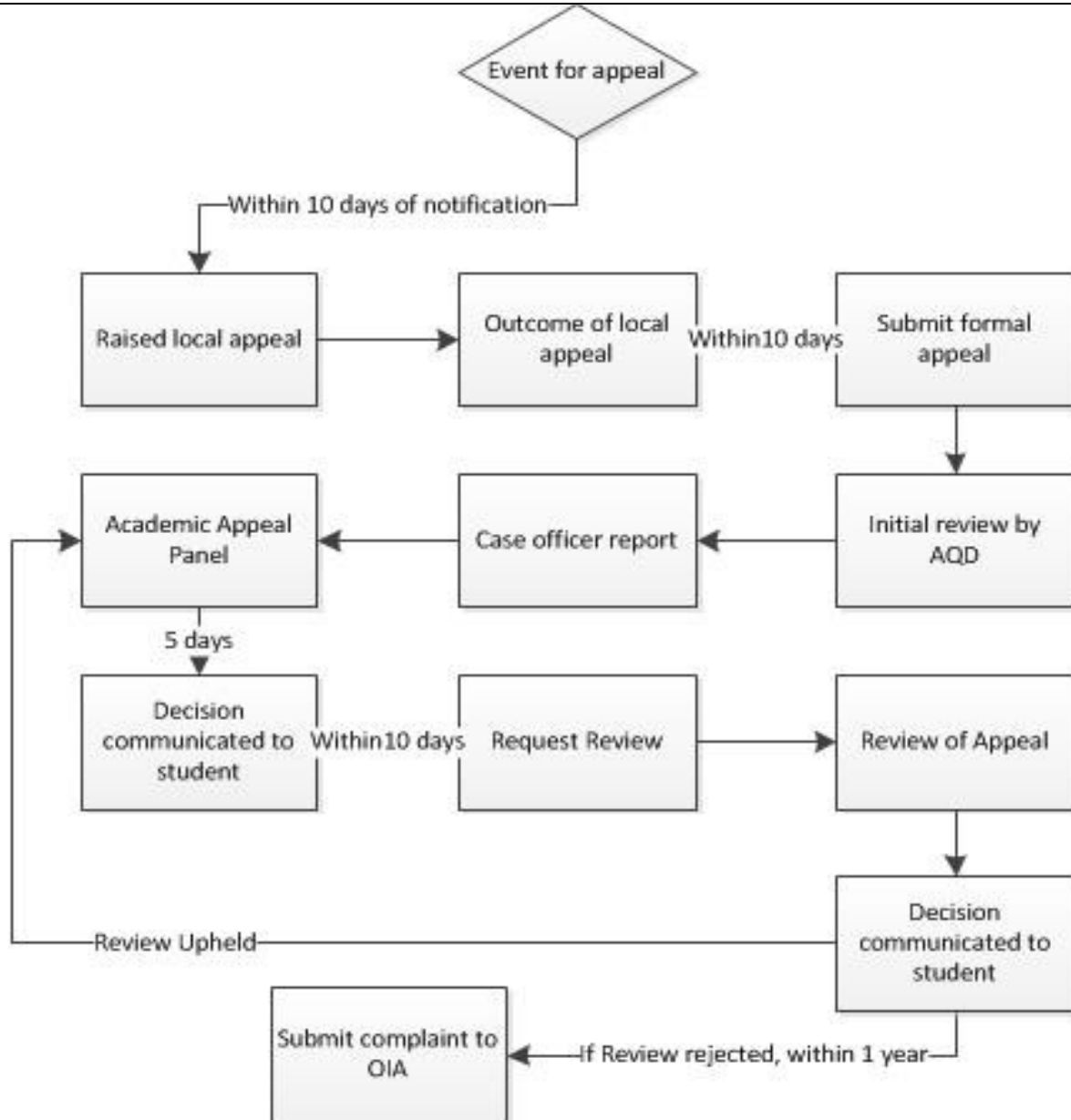
Provided below is an example timeline. It is helpful to plan your statement by producing a timeline, which you can include in your appeal submission.

Date/Period	Event/Incident	Evidence
15.01.2016	Handed in CW1 for AA101	Email receipt from Turnitin
05.02.2016	Feedback date. Checked for mark and feedback, noted marks did not add up to total	Download of feedback from BB
06.02.2016	Contact faculty office. Told was correct – still disagree	Email exchange
01.07.2016	Exam board	
08.07.2016	Results sent out	Result letter
09.07.2016	Raised local appeal	Email with local appeal form
14.07.2016	Received local appeal outcome – not upheld	Local appeal form
16.07.2016	Submitted formal appeal	

Appeal process chart

A full version can be found in the Academic Appeals Procedures

Appeal



Support for your appeal

In the Academic Appeals Procedure there is a section that describes how you can be supported or represented at the Academic Appeals panel. Please note that the University procedures do not permit you to be represented by legal counsel at the panel.

You are strongly recommended to contact the Students' Union Advice Centre, 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 www.bucksstudent.com/advice, email SUAdvice@bucks.ac.uk or call 01494 603 016.

Opening times

High Wycombe Campus

Monday - Thursday 9.00am- 7pm
 Friday 9am – 4:30pm

Appeal

Uxbridge Campus

Monday - Thursday 9.00am- 5pm

Friday 9am – 4:30pm

Appointments can be made outside the times listed above, please contact SU Advice Centre for information.