**Academic Appeal Form [RESEARCH AWARDS]**

*If this document is not in an accessible format to you, please email* [*appeals@bournemouth.ac.uk*](mailto:appeals@bournemouth.ac.uk) *or contact askBU and we will endeavour to supply the information in a more suitable format.*

*All fields must be completed prior to submission. Incomplete forms will be returned prior to consideration. If you are re-submitting your form for Review Stage consideration please ensure that you have completed sections 5, 6 and 7.*

*Advice on completion of this form can be obtained from SUBU Advice (email* [*subuadvice@bournemouth.ac.uk*](mailto:subuadvice@bournemouth.ac.uk) *or phone + (0) 1202 965779) or askBU (email* [*askBUstudents@bournemouth.ac.uk*](mailto:askBUstudents@bournemouth.ac.uk) *or phone + (0) 1202 969696).*

*If your IT account has been deactivated following withdrawal from the university, please contact IT services on + (0) 1202 965515 or 0800 196 2332, or via the service portal or live chat function to make your request:* [*https://www.bournemouth.ac.uk/students/learning/it-information/need-it-help*](https://www.bournemouth.ac.uk/students/learning/it-information/need-it-help)

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| **1. Student Details** | | | | |
| **Surname** |  | | | |
| **First name** |  | | **Student ID number** |  |
| **Faculty** |  | | | |
| **Year of Study** |  | | | |
| **Thesis Title** |  | | | |
| **Who have you contacted already about the issues you are going to raise in this appeal?**  **If you have already attempted to resolve the Appeal through informal means, please provide dates and outcomes.**  ***If you have not already done so, we recommend that you contact either your Supervisor, your PGR Lead, your Deputy Dean (Research), Doctoral College, SUBU advice or askBU, before submitting your appeal and for further advice about the process and to see if it can be resolved informally.*** | |  | | |

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| **2. Appeal Details** | |
| **Please indicate if you are appealing the decision of the assessment panel, the Review Panel or the decision to withdraw you.** |  |
| **Date of meeting of *Viva Voce* Examining Team (or Assessment Panel) (if relevant)** |  |
| **Date of letter notifying *Viva Voce* Examining Team (or Assessment Panel)’s decision or the decision to withdraw you** |  |
| **Grounds for Appeal- Please select all that apply**  Please note: if your appeal does not fall within any of the grounds listed, then your appeal will be rejected. | |
| **1. I believe there has been a material irregularity or significant administrative error in the assessment process, in the decision making of the Review Panel or in the decision to withdraw me.** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] | |
| **2. I believe there is evidence of bias, prejudice or improper assessment on the part of one or more of the examiners or by the Review Panel or in the decision to withdraw me.** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] | |
| **3. I believe my performance in assessment, or in my research degree, has been affected by illness or other factors which, for valid reason(s), I was unable to divulge before the meeting of the *Viva Voce* Examining Team or Assessment Panel, or to my supervisory team**  By “divulge” we mean a student informing the University of any exceptional circumstances before the *Viva Voce* Examining Team or Assessment Panel via the submission of the Exceptional Circumstances Board Consideration Form.  All appeals submitted under this ground must be supported by **evidence** that supports the reasons why a student was unable to submit Exceptional Circumstances Board Consideration prior to the *Viva Voce* Examining Team or Assessment Panel– see section 3 of this form ‘Formal Stage Evidence’.  If there is no valid reason for why a student was unable to submit a request for Exceptional Circumstances Board Consideration before the published deadline any Appeal will not be upheld and their Exceptional Circumstances will not be accepted. | Yes / No |
| **Did you submit a Request for Exceptional Circumstances Board Consideration Form?** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal] | |
| **4. I believe that the arrangements for supervision did not meet those outlined in Bournemouth University’s *8A Code of Practice for Research Degrees*** | Yes / No |
| [Please provide information to explain how your request meets the ground of appeal. | |
| **Please note: If your appeal does not fall within any of the grounds listed above, then your appeal will be rejected.** | |
| **Please indicate, without prejudice, what outcome or further action you are seeking**  Students are reminded that in no case can an appeal outcome challenge the academic judgement of the *Viva Voce* Examining Team (or Assessment Panel). |  |
| **3. Formal Stage Evidence** | |
| **Evidence Submitted in support of your Appeal**  Please list all additional documentation you are submitting in support of your Appeal. You should provide evidence regardless of the grounds on which you are appealing.  Students are specifically reminded that Appeals submitted on ground 3 (Exceptional Circumstances) **MUST** be supported by evidence that supports the reasons why you were unable to submit Exceptional Circumstances prior to the Assessment Board. |  |
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| **4. Formal Stage Declaration and check list** | | | | |
| By signing and dating below you are confirming that you have read and understood the following:   * If you wish to be represented and involve formal Third-Party Representation, you must submit the relevant forms to confirm this. Please refer to *11L – Third Party Involvement: Procedure* for further details. * The decision of the *Viva Voce* Examining Team or Assessment Panel stands until the outcomes of an Appeal indicates otherwise. Where an Appeal is successful, all students still need to complete and pass all elements of their work before progressing to the next stage of their programme. * The University enters into communications with students in good faith and expects the same from our students in return. Any false declaration, fraudulent evidence received and/or dishonesty is taken extremely seriously by the University and could result in disciplinary action (under *11K-Student Disciplinary Procedure*) and in very serious instances, may lead to expulsion from the University. * The University reserves the right to check the authenticity of any submitted documents and evidence. * The University will collate and consider additional evidence in relation to your Appeal. This information will be handled in accordance with the relevant Data Protection Policy. * Any evidence provided that contains the personal data of a third party is received by the University on the understanding that the student submitting this has gained approval from the third party for submitting this and for the University to handle and process this in line with the relevant Data Protection Policy.   I declare that the information given in this form and the accompanying evidence is, to the best of my knowledge, true and complete. I will be willing to answer further questions relating to the statements and/or the evidence that I have provided. | | | | |
| **Signed (typed signatures emailed from a university email account are acceptable)** |  | **Date** |  | |
| **Student checklist (please tick to confirm)** | | | | |
| I have read and understood 11C - Academic Appeals: Policy and Procedure for Research Awards | | | |  |
| I have submitted this Appeal within the 10 working day deadline | | | |  |
| I have provided all information required within the form | | | |  |
| I have submitted relevant evidence to support my Appeal | | | |  |
| I have read and understood the information outlined in the Declaration and signed and dated this form. | | | |  |
| **Formal Stage Appeals should be emailed directly to the Doctoral College via** [**doctoralcollege@bournemouth.ac.uk**](mailto:doctoralcollege@bournemouth.ac.uk)  **You will receive confirmation of receipt within 5 working days.**  **You will receive the Formal Stage Appeal outcome within 20 working days.**  **NB: The University defines a ‘working day’ as Monday to Friday excluding Bank Holidays and other days when the University is closed.** | | | | |

*ONLY COMPLETE THIS SECTION IF YOUR APPEAL HAS ALREADY BEEN CONSIDERED AT THE FORMAL STAGE*

*When requesting that your appeal be reviewed following the Formal Stage outcome, you should only complete the section below and* ***must not change or update information in any of the sections above****.*

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| **5. Additional Review Stage Appeal Details** | |
| **Date Formal Stage Outcome received** |  |
| **Formal Stage Outcome** |  |
| If you are dissatisfied with the outcome of the Formal Stage, you may request a review of your appeal on the following grounds. **Please tick all that apply and provide a supporting statement explaining how your request meets each of the grounds you have selected**  Please note: if your appeal does not fall within any of the grounds listed, then your appeal will be rejected. The Review Stage will not consider the issues raised in the original appeal afresh nor involve a further investigation. New points of appeal, including additional grounds, may not be raised at the Review Stage | |
| 1. I consider there to have been material irregularities in the application of the University’s policies and procedures for considering my Appeal at an earlier stage of the process. | Yes / No |
| [Please provide information to explain how your request meets the ground] | |
| 1. I am providing new and relevant evidence in support of my Appeal which, for valid reason, I had not been able to supply at an earlier stage of the process. | Yes / No |
| [Please provide information to explain how your request meets the ground] | |
| 1. The outcome of the Formal Stage is deemed to be unreasonable under the circumstances. | Yes / No |
| [Please provide information to explain how your request meets the ground] | |

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| **6. Review Stage Evidence** | |
| **You are not required to re-submit evidence listed above in support of your Formal Stage Appeal, however, if you have additional evidence in support of your appeal, please list out all additional documentation you are submitting, and an explanation of why it was not available at an earlier stage in the process**  Students are particularly reminded that requests for a review submitted on ground 3 **MUST** be supported by evidence that supports the reasons why you were unable to submit new and relevant evidence at an earlier stage of the process. |  |
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| **7. Formal Stage Declaration and check list** | | | | |
| By signing and dating below you are confirming that you have read and understood the following:   * If you wish to be represented and involve formal Third-Party Representation, you must submit the relevant forms to confirm this. Please refer to *11L – Third Party Involvement: Procedure* for further details. * The decision of the *Viva Voce* Examining Team or Assessment Panel stands until the outcomes of an Appeal indicates otherwise. Where an Appeal is successful, all students still need to complete and pass all elements of their work before progressing to the next stage of their programme. * The University enters into communications with students in good faith and expects the same from our students in return. Any false declaration, fraudulent evidence received and/or dishonesty is taken extremely seriously by the University and could result in disciplinary action (under *11K-Student Disciplinary Procedure*) and in very serious instances, may lead to expulsion from the University. * The University reserves the right to check the authenticity of any submitted documents and evidence. * The University will collate and consider additional evidence in relation to your Appeal. This information will be handled in accordance with the relevant Data Protection Policy. * Any evidence provided that contains the personal data of a third party is received by the University on the understanding that the student submitting this has gained approval from the third party for submitting this and for the University to handle and process this in line with the relevant Data Protection Policy.   I declare that the information given in this form and the accompanying evidence is, to the best of my knowledge, true and complete. I will be willing to answer further questions relating to the statements and/or the evidence that I have provided. | | | | |
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| I have read and understood 11C - Academic Appeals: Policy and Procedure for Research Awards | | | |  |
| I have submitted this Appeal within the 10 working day deadline | | | |  |
| I have provided all information required within the form | | | |  |
| I have submitted relevant additional evidence to support my Appeal | | | |  |
| I have read and understood the information outlined in the Declaration and signed and dated this form. | | | |  |
| **Review Stage Appeals should be emailed directly to Academic Quality via** [**appeals@bournemouth.ac.uk**](mailto:appeals@bournemouth.ac.uk)  **You will receive confirmation of receipt within 5 working days.**  **You will receive the Review Stage Appeal outcome within 20 working days.**  **NB: The University defines a ‘working day’ as Monday to Friday excluding Bank Holidays and other days when the University is closed.** | | | | |