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**Senate Regulation 12: Academic Appeals**

**Record of Early Resolution**

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| **Student****Name** |  | **Student Number (and BPC student number if appropriate)** |  |
| **Programme** |  | **Level** |  |
| **Department Representative** |  | **Date of Meeting** |  |
| **Full-time/Part-time** |  | **Has student met with Dept on this matter previously?** |  |
| **Date of Board of Examiners/Progress Review** |  | **Is Early Resolution being held within 10 days?****(If not, student must be advised that any academic appeal submission would be late)** | **Yes** | **No** |
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| **Name of Academic Representative** |  | **Name of UAS representative/friend accompanying student\*** |  |

\* The student may wish to bring a Representative from the UAS/friend to accompany them to the meeting

**Details of the Student’s Concern (Board of Examiners/Progress Review decision to be appealed including relevant module/assessment block code(s) and title(s) if applicable)**

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**Potential Grounds for Appeal from** [**Senate Regulation 12**](http://www.brunel.ac.uk/about/administration/governance-and-university-committees/senate-regulations)

**Note that decisions based on academic judgement cannot be appealed**

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| **Regulation** | **Ground** |
| **SR12.27a** | That there is evidence that the assessment(s) may have been adversely affected by extenuating circumstances which the student was, for valid reasons, unable to make known to the Examiners or progress review beforehand. |
| **SR12.27b** | That there were procedural irregularities in the conduct of the assessment(s) and/or assessment procedures, which adversely affected the result achieved; |
| **SR12.27c** | that there is evidence of prejudice or bias on the part of one or more Examiners, or members of staff conducting a progress review;  |
| **SR12.27d** | that there is evidence of inadequate assessment on the part of one or more of the Examiners, or members of staff conducting a progress review. |

**Types of Evidence the student may wish to consider submitting in support of their academic appeal**

**(Please note the list below is not exhaustive)**

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| **Type of Evidence** | **Notes** | **Tick if applicable** |
| Extenuating Circumstances | Please also read [Extenuating Circumstances - Guidance for Students](https://www.brunel.ac.uk/about/quality-assurance/documents/pdf/Extenuating-Circumstances-Guidance-for-Students.pdf) | ☐ |
| Feedback forms/marksheets |  | ☐ |
| Department/TPO correspondence (emails and letters) |  | ☐ |
| DDS profile/other support agency statements |  | ☐ |
| Witness statements (e.g. Police/counselling statements) | Please note that the student is responsible for obtaining any witness statements | ☐ |
| Progress review/supervision records | Required for research students only | ☐ |
| Notes of relevant meetings |  | ☐ |
| Other (please list) |

**Additional notes (including further evidence relating to the student’s concern)**

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**Outcome of Discussion**

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| **Outcome** | **Notes** | **Tick if applicable** |
| Concern may be more appropriately considered via the Complaints Process. | Please also see [Complaints Procedure](https://www.brunel.ac.uk/life/supporting-you/student-complaints-conduct-and-appeals/complaints)  | ☐ |
| Concern does not appear to fall under the scope of academic appeals as per SR12.27 and based on discussions it is unlikely that your concern is eligible. |  | ☐ |
| Concern may fall under the scope of academic appeals as per SR12.27 and the student should consider submitting an appeal. |  | ☐ |
| There may have been an administrative error which will be further investigated by the Department.  |  | ☐ |
| The student has submitted Extenuating Circumstances which it appears could not have been submitted in the normal time. These ECs will be considered by the Chair of the EC Panel for the Department. |  | ☐ |

**All students** who are considering an appeal are expected to read [Academic Appeals – A Guide for Students](http://www.brunel.ac.uk/about/quality-assurance/documents/pdf/academic-appeals-guide-for-students.pdf) before submitting an appeal.

**Tier 4** **students** are reminded that the University is required to report any changes to their circumstances within ten working days. As a result, these students are encouraged submit an appeal as soon as they are able, and particularly within ten working days of the notification of their results.

I confirm that discussions have taken place in relation to an appeals concern raised by the student.

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| Signed |  | Date |  |

Academic Representative

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| Signed |  | Date |  |

Student

The Department Representative should scan the completed form and **email it to the student normally within 2 working days of the meeting.**

Should an Early Resolution be considered possible, any recommendation must be countersigned by the Chair of the Board of Examiners for the decision to be ratified. Not all Early Resolution requests may be accepted. **Please refer all requests for early resolution to the ACSM Team in your College in order for the request to be formally processed.**

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| **Student** **Name:** | **Student** **Number:** |

**Department’s Proposed Early Resolution**

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**College Outcome**

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| Signed |  | Date |  |

Chair of the Board of Examiners

**A completed copy of this form should be shared with the student, a copy is required should they wish to pursue a stage 1 academic appeal.**

**Additional Support Services**

* The University’s Mental Wellbeing service ([Mental Wellbeing Services](https://students.brunel.ac.uk/support/mental-wellbeing-services)) can offer counselling and mental wellbeing support.
* Students living on campus, or within a 2-mile radius, can register with the University’s Medical Centre ([Health Services](https://students.brunel.ac.uk/support/health-services)) and get advice and treatment for any health-related matters.
* The University’s Disability and Dyslexia Team ([Disability and Specific Learning Differences](https://students.brunel.ac.uk/support/disability-and-specific-learning-difficulties)) can offer you support if you have, or think you may have, a disability or learning difficulty.
* The University also offers students a confidential and impartial Mediation Service, which can help resolve disputes quickly before they escalate. If you would like to discuss whether mediation may be helpful to you, please do not hesitate to contact me. More information about mediation is available from: ([Student Support & Welfare](https://students.brunel.ac.uk/support/book-an-appointment-through-our-support-welfare-team))
* The Security Office can be reached on 01895 255786 if you are ever involved in or witness any worrying or troublesome incidents on campus. More information about Staying Safe on Campus is available here ([Staying Safe](https://students.brunel.ac.uk/campus/staying-safe))

You may also wish to discuss your situation with advisers in the Union Advise Service (UAS), who are experts in dealing with a wide range of student-related issues and who can give you independent and impartial advice and support if you require it. The UAS website address is [www.brunelstudents.com/adviceservice](http://www.brunelstudents.com/adviceservice) and you can contact them by completing an enquiry form [UAS Enquiry Form](https://www.emailmeform.com/builder/form/MJ62b3cbofS9anZ3c) or by emailing on advice@brunel.ac.uk. You can also book a drop in appointment via this link [Union Advice Service](https://outlook.office365.com/owa/calendar/AdviceandRepresentationCentre%40brunel365.onmicrosoft.com/bookings/)