





**Academic Appeals Policy**

**Step 1: Early Resolution**

**Guidance about how to make an academic appeal at a local level**

**Who should you contact about your academic appeal.**

We are committed to providing excellence in teaching and a positive learning experience for all our students. However, we understand that there may be occasions when a student may be disappointed with the outcome of a grade or assessment.

In the first instance, you should seek clarification of a grade awarded for an assessment, exam or viva, or discuss your concerns with at a local level. For example, we would suggest you start by contacting the Director of Training, or Chair of Training Committee for your course.  An academic appeal cannot question the exercise of academic judgement. Many academic appeals can be resolved quicky at a local level.

Timeline:  An academic appeal should be raised as soon as possible and no longer than 30 days after the dates that results were published.

**What if you’re worried about making an academic appeal.**

We would like to reassure you that you will not be disadvantaged by making an academic appeal and we take all appeals seriously. Your academic appeal will be dealt with without any recrimination and we will treat your academic appeal confidentially as far as its reasonably practicable.

You may want to appoint someone to represent you and you must write to us to let us know we can speak to your representative about your academic appeal. This would not normally be a legal representative and instead, we would suggest a student representative for your training, or a fellow student or friend.

**What happens if you are raising an academic appeal as a group**

The group should nominate a representative from the group who will be responsible for making the academic appeal. The representative will be the main contact for the group and will liaise with the bpf on behalf of all group members.

**What if an early resolution is not possible**

If your academic appeal is complex or if you are not satisfied with the outcome of an early resolution, you can make a academic appeal formally by submitting a Formal Academic Appeal Form. More information can be found in our [Guidance about how to make a formal academic appeal](https://www.britishpsychotherapyfoundation.org.uk/student-policies-and-regulations/).

**Further support**

If you’re finding it difficult or if it’s upsetting to make an academic appeal, our Learning Support Advisor is available to provide support and advice. They may be able to help you submit your academic appeal or signpost you to additional resources or support.

**Information and advice**

If you have any questions about the academic appeal’s procedure or would like more information about how your academic appeal will be considered, please contact the Corporate Governance Team.

Email:  [complaints@bpf-psychotherapy.org.uk](mailto:complaints@bpf-psychotherapy.org.uk)

**This guidance should be read in conjunction with the bpf’s Academic Appeal Policy.**

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