





**Academic Appeal Policy**

**Step 2: Formal Academic Appeal (Guidance and Academic Appeal Form)**

**Guidance about how to make a formal academic appeal**

**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.

If your academic appeal is complex or if you are not satisfied with the outcome of an early resolution, you can make an academic appeal formally by submitting a Formal Academic Appeal Form. You may also make a formal complaint if you have good reason for not wanting to engage with early resolution.

An academic appeal relates to the outcome of an assessment of exam, or a student’s progression. It’s important that you set out clearly and concisely in the formal academic appeal form:

* the nature of your academic appeal
* the steps that you have already taken
* the reason why you are not satisfied with the outcome of the academic appeal
* and where possible, provide evidence to support the issues raised.

Timeline:  The formal academic appeal form should be submitted within 14 days of the outcome of the early resolution.

**What happens when you submit a formal academic appeal form?**

The Corporate Governance Team will consider and review the information you have provided, and they may contact you for further details, which may include asking you for evidence and documents.  As part of the formal process, we may convene an Academic Appeals Panel and we will provide you with sufficient notice as well as information on who will attend and what to expect.

Timeline: the bpf will aim to complete the formal process within 28 days of receiving the formal academic appeal, although this may take longer if the academic appeal is very complex.

**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 academic 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 sharing 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 you’re unhappy with the outcome of the formal complaint**

If you’re dissatisfied with the outcome, you can ask for a review of a formal academic appeal by submitting a Review of formal academic appeal form. More information can be found in our Guidance about how to request a review of a formal academic appeal.

**Further support**

If you’re finding it difficult or if it’s upsetting to make a 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

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

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**Formal Academic Appeal Form**

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| **Section 1: Your details** |
| Title |  |
| First Name |  |
| Surname |  |
| Address & postcode |  |
| Telephone contact number |  |
| Email address |  |

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| **Section 2: Your studies** |
| Name of course |  |
| Year of study |  |

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| **Section 3: Your concerns** |
| Please select what your academic appeal relates to: |
| a **procedural irregularity** in the assessment process, which means that there was a problem with the way an assessment happened or a way it was marked and moderated. Example: the student was concerned that the bpf’s marking process had not been followed correctly. | Yes / No |
| **bias or reasonable perception of bias** in the assessment, meaning the student’s work was not impartially assessed on its merits. Example: if the trainee had previously made a complaint about one of the assessors. | Yes / No |
| **personal circumstances** affecting the student’s performance where, for good reason, the Director of Training and/or the Chair of the relevant training committee was not made aware of a significant factor relating to the assessment of a student when it made the original decision. Example: the student should have good reason for not asking for additional consideration at an earlier time in the assessment. | Yes / No |
| a challenge to the outcome of a student’s request for **additional consideration** of personal circumstances which have affected their performance | Yes / No |
| problems with the delivery of teaching and learning opportunities where a **complaint** has been **upheld** that the issue impacted an individual student’s performance. | Yes / No |
| Please explain your reason for the academic appeal |
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| Please state how you would like your concerns to be addressed: |
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| Please confirm the evidence that you will be providing that demonstrates your concern: |
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| **Section 4: Previous attempts to resolve your academic appeal** |
| Have you raised your academic appeal with anyone at the bpf? This might be the Training Director, Head of the training committee or student representative? |
| Yes  | No  |
| Please outline the steps that you have taken to resolve the concern before submitting a formal academic appeal? |
|  |
| Please indicate the reasons why you are not satisfied with the initial attempts to resolve the matter: |
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| Please provide the names and dates of the people that you have corresponded regarding your concerns. If possible, please include copies of the correspondence as part of your evidence.  |
| Name | Date |
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| **Declaration** |
| I have read the Guidance about how to make a formal academic appeal.  | Yes / No |
| I declare that the information given in this form is true to the best of my knowledge and that I will answer questions and provide further information to support any academic appeal investigation as requested.  | Yes / No |
| Signature |
|  |
| Date |
|  |