****

**Blackpool & The Fylde College**

**Academic Appeals Form**

Submission of this form initiates Blackpool & The Fylde College’s B9: Academic Appeals Procedure ([https://www.blackpool.ac.uk/sites/default/files/regs/B9-Academic\_Appeals.](https://www.blackpool.ac.uk/sites/default/files/regs/B9-Academic_Appeals.pdf)pdf) any submission should adhere to the regulations set out in that Procedure. Before submitting an academic appeal, you should discuss the matter with your programme leader or other appropriate person to better understand the reason for the result or decision against which you wish to appeal. If the discussions do not resolve your concerns, you may invoke the Procedure. You may seek advice and guidance in preparing an appeal from your programme leader.

**Note:**

* You are responsible for submitting your own appeal. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.
* The Appeal Form must be submitted to <mailto:appeals@blackpool.ac.uk> or handed to any campus reception area and must be done so within 15 working days of notification of the result or decision against which you are appealing.
* The document is completed fully
* Any supporting evidence is included with the application

**Your Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | | |
| Student Number: |  | | |
| Curriculum Area: |  | | |
| Programme of Study: |  | | |
| Year of Study: |  | | |
| Address for correspondence: |  | | |
| Tel no: |  | Mobile no: |  |
| E-mail:  (we will normally contact you through your student email address) |  | | |

**About Your Appeal**

|  |  |
| --- | --- |
| 1. Please state the decision against which you are appealing e.g. academic malpractice and the details of your appeal | |
|  | |
| b) Please tick the box(es) below to indicate on what grounds you are appealing: | |
| 1. There has been a significant procedural error on the part of the Board of Examiners Award Board / Academic Malpractice & Misconduct Panel or a failure to apply the relevant academic regulations. |  |
| 1. Relevant evidence is available which was not submitted in accordance with the personal mitigating circumstances procedure but for which there is reasonable or good cause for that omission; you must ensure that you provide information and evidence to why you not submit a PMC in line with the PMC Procedure at the time of your assessment. |  |
| 1. That the Board of Examiners / Academic Malpractice & Misconduct Panel has acted in a way that is manifestly unreasonable. In this context, unreasonable shall be taken to mean perverse i.e. the decision was not a possible conclusion that a similar meeting of the Board of Examiners/Panel might have reached. |  |
| 1. There is emergence of new and relevant evidence which was not available to the original Academic Malpractice & Misconduct Panel. |  |
| c) Please indicate what supporting documentation you are submitting in support of your appeal (e.g. medical certificate, emails and other correspondence). This should normally be contemporaneous, and capable of verification. | |
|  | |
| d) Please indicate, without prejudice, what outcome or further action you are expecting from a successful appeal, e.g. “be offered a replacement first attempt at my exam”: | |
|  | |

**Declaration:**

I declare that the information given in this form is true and that I have consulted the Procedure before completing the form.

**Signed: Date:**

**Note**:

* The College will endeavour to maintain confidentiality in relation to your appeal but, in order for it to be considered fully, the content will need to be disclosed to members of staff who are involved in enacting the Procedure as well as staff whose involvement may be required to respond to the issues you have raised.
* By signing the declaration above you are consenting to the disclosure and sharing of information relevant to the appeal within the College at all stages of the Procedure.