



Brighton Film School Student Appeals Form Guidance

Appeals procedure

Please ensure that you have read and understood the Student Complaints and Appeals Procedures. These can be found on the Brighton Film School website.

Help and Guidance

If you are considering making an appeal you are strongly advised to talk to one of the following. They can advise you on how to deal with your appeal, help to resolve it informally and, if necessary, support you in the process of making a formal appeal:

- A Student Support Officer
- Your Course Leader
- The Head of Student Services
- The College Principal
- The Head of Education
- One of your Student Representatives

What the Appeals Procedure Covers

There is no right of appeal against matters of academic judgement, however students do have the right to appeal against certain academic decisions such as:

- That there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners.
- There was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award.
- There exists evidence of prejudice or bias on the part of an examiner.

If you are unsure if your appeal falls into one of these categories, please seek advice from Student Support in the first instance.

What the Appeals Procedure Does Not Cover

The appeals procedure does not cover complaints against BFS, such as:

- Poor teaching or supervision.
- Misleading information in prospectuses or in advertising or promotional material.
- A failing in a Brighton Film School service, academic or non-academic.
- Inadequate facilities.
- The behaviour of a member of Brighton Film School staff.



These types of issues are covered by the **complaints procedure**.

Informal Process

Wherever possible, before starting a formal appeal, issues should be raised immediately with the member of staff responsible, or with a member of the Student Support team, with the aim of resolving the problem directly and informally: This will generally be an oral process and a written record will not be made.

Timeliness

It is important that appeals are submitted in a timely manner, appeals must be lodged within **21 calendar** days of the publication of the decision.

If you wish to appeal against the fact that you have been required to withdraw from the course at BFS, you will need to appeal within **9 Calendar** days. The only exception to this is appeals against Withdrawals resulting from fitness to study procedures, which must be made with **21 calendar days**.

Appeals against penalties for the late submission of work for assessment or missed examinations are unlikely to be considered unless you can provide sufficient evidence of mitigating circumstances.

E-mail address guidance

It is strongly advised that you use your Brighton Film School student e-mail address throughout the complaint/appeal process as all traffic between Brighton Film School email accounts is encrypted by default. If you elect to use a non-Brighton Film School e-mail address we will use this for all communications that do not include sensitive personal information. When we need to send files that contain sensitive personal details we will send them to your Brighton Film School student e-mail account and send a notification to your chosen personal email address.

If you do not have a current Brighton Film School student e-mail address it is important that you supply us with a mobile phone number. In these cases, files containing sensitive data will be encrypted using a password, this password will be sent to you via text message.



BFS Student Appeals Form

Section 1:

S1.1 Personal Details	
Title:	
Surname/Family name:	
First Name(s)/Given name(s)	
Student ID Number	
E-mail Address: (please see e-mail address guidance above)	
Mobile:	

S1.2 Term Time Address			
Address			
Town		County	
Country		Postcode	
Landline:			

S1.3 Non-Term Time Address (If Different)			
Address			
Town		County	
Country		Postcode	
Landline:			

S1.4 Preferred Method of Contact	
E-mail <input type="checkbox"/>	Post <input type="checkbox"/>

S1.5 Reasonable Adjustments
If you have a disability which means there are adjustments you would like us to consider making to our process, please indicate these here. (If necessary, we will contact you to discuss this in further detail.)

Note: If your contact details change at any point during the appeals process it is important that you notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore you need to inform the member of staff dealing with your appeal if you are going to be away and unable to be contacted during the appeals process.



Section 2 (Optional):

As part of the appeals process you are entitled to appoint a representative to act on your behalf.

This is entirely optional and is meant to help students who don't feel able to engage with the appeals procedure themselves.

If you elect to appoint a representative Brighton Film School will only communicate with your representative throughout the process. A close family member would be the best choice, but you are free to choose anyone appropriate who is willing to act on your behalf and is able to put your case forward.

The following people would not be appropriate representatives:

- Any legal representative.
- Your Doctor.
- A member of Brighton Film School staff.

S2.1 Your Representative			
Title:			
Surname/Family name:			
First Name(s)/Given name(s):			
Relationship to Appellant:			
Address:			
Town:		County:	
Country:		Postcode:	
Landline:		Mobile*:	
E-mail Address:			

S2.2 Preferred Method of Contact for Your Representative	
E-mail <input type="checkbox"/>	Post <input type="checkbox"/>

Note: If your representative's contact details change at any point during the appeals process it is important that you, or your representative, notify the member of staff dealing with your appeal at the earliest opportunity. Furthermore you, or your representative, need to inform the member of staff dealing with your appeal if your representative is going to be away and unable to be contacted during the appeals process.

*A mobile phone number is required as documents will be emailed in an encrypted format and the password will be sent via text.



Section 3:

S3.1 Course Information	
On which course are/were you enrolled?	
Which year did you start this course?	
If you have finished or withdrawn from the course, when did this happen?	

Section 4:

S4.1 Grounds for Appeal	
Please tick at least one ground under which you are appealing.	
Appeals which are made without any grounds are likely to be deemed inadmissible and not upheld. Please note there is no right of appeal against matters of academic judgement. It is also important that you provide evidence to support the grounds that you are appealing under	
Academic Appeal (Appeal relating to assessment and the decisions of examination boards)	
<input type="checkbox"/>	a) That there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners
<input type="checkbox"/>	b) There was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award
<input type="checkbox"/>	c) There exists evidence of prejudice or bias on the part of an examiner
Non-Academic Appeal (Appeals relating to other procedures such as withdrawal through the student engagement policy)	
<input type="checkbox"/>	a) That there existed circumstances, or new evidence has become available, which affects the student's case; of which those who determined the judgement were not aware when their decision was taken, and which could not reasonably have been presented to them.
<input type="checkbox"/>	b) That there is evidence of procedural irregularity (including administrative error) in the consideration of the student's case of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity.
<input type="checkbox"/>	c) There exists evidence of prejudice or bias on the part of those making the decision.
Student Disciplinary Appeal	
<input type="checkbox"/>	a) The findings of fact in support of the decision were manifestly perverse;
<input type="checkbox"/>	b) That the hearing/interview was not conducted in accordance with the procedures set out above;



<input type="checkbox"/>	c) New evidence has become available that was not available at the time of the Hearing which could have materially affected the decision of the Panel, and there is good reason why this new evidence could not have been presented at the Hearing.
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Section 5:

S5.1 Your Appeal	
Please give a clear account of your appeal in as few words as possible.	
Date of incident:	



S5.2 Informal Process			
Wherever possible appeals should be raised immediately with the member of staff responsible, or with a member of the Student Support team, with the aim of resolving the problem directly and informally. Please outline any informal steps that you took and why you were dissatisfied.			
Name of the person you contacted:		Approximate date informal process was concluded:	

S5.3 Resolution
Please outline how you think this issue could be resolved if we uphold your appeal.



facilitate their investigation. You will not be disadvantaged in anyway by raising a complaint against a member of staff however, in order to provide a process that is fair to both parties, staff members will have the right to see allegations made against them as necessary for them to respond fully. Usually your name and excerpts of section S5.1 of this form will be disclosed to them.

If you are submitting electronically type your name in the signature box.

Signature	
Date	

Representative (if applicable)

By signing this form, you are agreeing that Brighton Film School can hold and process the data you have submitted for the purposes of processing the complaint/appeal. Your information will only be used in relation to this appeal/complaint. Data may be shared with the OIA or the awarding university if a review is requested but will not be shared with any other third parties. Data will be held for 15- months from the date the process concludes.

If you are submitting electronically type your name in the signature box.

SIGNATURE	
DATE	

Please return this form along with any supporting evidence to:

quality@brightonfilmschool.co.uk

-or-

ADQA Department – Complaints and Appeals
Brighton Film School
84-86 London Road
Brighton
BN1 4JF

Office use only	
Appeals ID Number:	
Date Received:	