

Selection Appeals Guidance for Students

School of Medicine

Faculty of Medicine and Health Sciences

March 2024

Contents

Purpose	3
Grounds for Appeal	3
1.1 Procedural Irregularities	3
1.2 Mitigating Circumstances.....	3
1.3 Applicants who have previously studied on a Medicine Course.	3
1.4 Deferral Appeals	4
Fit to Sit' Policy.....	4
Submitting an Appeal.....	4
Appeal Process.....	5
Applicant Appeals and Complaints Policy and Procedure	5
Document Control.....	5

Purpose

This guide is intended to explain the Appeal processes available to applicants. Before submitting your appeal, please ensure you read these guidelines thoroughly.

A Selection appeal is a procedure, which allows you to appeal against the decision made by the Medical School Admission Team in relation to your application to study on the CertHE in Medical Sciences or the MBChB programme.

Applicants may appeal under the following grounds:

- Procedural Irregularities
- Mitigating Circumstances

If you believe you have sufficient grounds for an appeal you must submit your Selection Appeal Application Form and evidence within the same academic year or within 4 months of the formal notification of the Medical School decision, whichever is sooner.

Grounds for Appeal

You may only appeal on the following grounds:

1.1 Procedural Irregularities

If you believe there has been a procedural irregularity in the operation of the Medical School's associated processes. You must be able to provide clear evidence of the significant procedural irregularities you believe to have taken place.

You cannot, however, request a review because you simply disagree with the decision of the Medical School.

1.2 Mitigating Circumstances

If you have Mitigating circumstances that have not been previously considered.

You will be required to explain to the Appeals Panel on your Appeal Application Form why you were not able to, or did not, disclose information about the circumstances at the appropriate time. The panel will determine if, in their view, this is a valid reason.

1.3 Applicants who have previously studied on a Medicine Course.

Please note if your application to study on the CertHE in Medical Sciences or the MBChB programme has been rejected due to you previously studying on a medicine course, your appeal application will only be considered if you can evidence that there has been a collapse to the educational provision at your current education provider or a risk to your safety.

In order for the appeals team to consider this appeal application, you must submit the following evidence:

- Details of your mitigating circumstances which demonstrate a collapse of educational provision or a risk to your safety
- A copy of your academic transcript from the education provider, and previous education information
- Confirmation of the enrolment dates of the medicine course

- Confirmation of your current enrolment status
- Confirmation that you are not going through or have not previously been through a Fitness to Practice process
- Confirmation that you have not failed a medicine course or any elements of a medicine course

1.4 Deferral Appeals

If you wish to submit an appeal application regarding your deferral request being rejected by the Admissions Team, you may do so by completing the Selection Appeal Application Form.

You should include details which demonstrate the reasons you wish to defer.

Any deferrals will be subject to you paying a non-refundable deposit.

Fit to Sit' Policy

The Medical School operates a strict 'fit to sit' policy whereby if you present yourself for either a dMMA or dMMI, you are declaring yourself as fit to take part in this selection event. No appeals will be accepted on these grounds. The only exceptions to this are where you become unwell during any part of the dMMA or dMMI, and you can provide evidence that you could not reasonably have foreseen that acute illness.

Submitting an Appeal

If you believe you have sufficient grounds for an appeal, you may make an appeal application by completing and submitting your [Selection Appeal Application Form](#)

Please ensure you read the form carefully and complete each section in full. When filling out your appeal application, you must detail all evidence you wish to submit, ensuring each piece of evidence is clearly titled and dated; if your application form is not completed correctly and does not contain sufficient information you may be contacted for further information, please be aware this would need to be supplied within the given deadline. If further information is not supplied on time your appeal may be rejected.

Appeals must be made on your own behalf, and it is your responsibility to obtain the required evidence. The Appeal Panel may request additional information, which will equally be your responsibility to provide by a set deadline.

It is important that you submit evidence with your appeal. Please note that this must be new evidence, not copies of previously submitted evidence, which has already been considered by any other appeal panel within the faculty. All evidence must be submitted in English. If the original evidence is not written in English, you are responsible for providing a certified translated copy. Medical evidence should be provided in the form of an official signed document from a registered medical practitioner and a clear medical diagnosis must be included as appropriate.

The Medical School does undertake checks to ensure that all evidence provided is genuine and true. Wherever possible, your supporting evidence should be submitted via email to [fmhs-](#)

appeals@buckingham.ac.uk. If you are unable to submit your documentation electronically, please contact fmhs-quality@buckingham.ac.uk as soon as possible.

Once your appeal and all supporting documentation has been received, you will receive an email of acknowledgement from the Quality Team within two working days hours of submission.

Appeal Process

Upon receipt of your appeal, the Quality Team will form an appropriate Appeal Panel that is fit for purpose.

Occasionally, the Appeals Panel may decide it is appropriate for the student to appear before it. You may also make a case to appear in front of the Panel personally if your case is sensitive, though the final decision rests with the Appeal Panel. If you do appear before the Appeals Panel, you may be accompanied by a companion. Legal representatives may not be present under any circumstances.

The Appeals Panel communicates its decision to the FMHS Quality Office. Once a decision has been reached, you will be informed in writing by the Quality team within 2 working days together with a statement of the grounds for the decision.

Applicant Appeals and Complaints Policy and Procedure

If you believe that your appeal has been conducted incorrectly or that the outcome is unreasonable in relation to the evidence supplied, you have the right to raise the matter through the Applicant Appeals and Complaints procedure, further details are available via this link:

<https://www.buckingham.ac.uk/about/handbooks/regulations-handbook/>

Document Control

Date policy approved: January 2021. Minor changes: January 2023, March 2024, July 2024

Date of policy review approval: March 2024, July 2024

Date of next policy review: Academic year 2024/25