

Selection Appeals Guidance for Applicants

Policy Owner	The Quality Team, Faculty of Medicine and Health Sciences
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Contents

Purpose	2
Scope	2
Grounds for Appeal.....	2
Procedural Irregularities	2
New Mitigating Circumstances	2
Applicants who have previously studied on a Medicine Course	2
Deferral Appeals	3
'Fit to Sit' Policy	3
Submitting an Appeal	3
Appeal Process	4
Applicant Appeals and Complaints Policy and Procedure	4

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V4	FMHS Executive	Clear information relating to accepted evidence	February 2026

Purpose

This guide is intended to explain the Selection Appeal processes available to applicants for the MBChB and Cert HE in Pre-Medical and Health Studies programmes in the Faculty of Medicine and Health Sciences.

Before submitting your appeal, please ensure you read these guidelines thoroughly.

Scope

A Selection appeal is a procedure, which allows you to appeal against the decision made by the Medical School Admissions Team in relation to your application to study on the CertHE in Pre-Medical and Health Studies or the MBChB programme.

Applicants may appeal under the following grounds:

- Procedural Irregularities
- Mitigating Circumstances
- Previous study/enrolment on a medicine course
- Deferral requests

If you believe you have sufficient grounds for an appeal you must submit your Selection Appeal Application Form and supporting evidence within two weeks of the formal notification of the Medical School decision

Grounds for Appeal

You may only appeal on the following grounds:

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 Admissions Team.

New Mitigating Circumstances

If you have Mitigating circumstances that have not previously been considered by the faculty as part of your application. You will be required to explain on your Appeal Application Form why you were not able to, or did not, disclose information about the circumstances at the appropriate time. The Appeal Team will determine if, in their view, this is a valid reason.

Applicants who have previously studied on a Medicine Course

Appeals from applicants who have previously studied or enrolled in a medical course must evidence that either

- There has been a collapse in the educational provision in their current Institution. And, or
- There is a risk to their safety

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

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- 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

Deferral Appeals

If you wish to appeal the decision of the Admissions team to reject your deferral request, please outline in the form your reasons for requesting a deferral and provide any supporting evidence. All 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. If you become unwell during any part of the dMMA or dMMI you must notify the Admissions Team immediately. If you do not notify the team at the time of the event, your application on this ground will not usually be accepted.

Submitting an Appeal

If you believe you have sufficient grounds for an appeal, you may make an appeal application by submitting an application form via this link: [Selection Appeal Application Form](#)

Any supporting evidence you wish to submit as part of your appeal application should be emailed to fmhs-appeals@buckingham.ac.uk at the same time as your appeal application has been submitted.

If for any reason there will be a delay in submitting your supporting evidence, please email fmhs-appeals@buckingham.ac.uk to explain the delay and share details of when the evidence will be available.

Please ensure you read the form carefully and complete each section in full. When filling out your appeal application form, you must detail all supporting 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 Team 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 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 and dated document from a registered medical practitioner, and a clear medical diagnosis must be included as appropriate. **This evidence must be independent and must be not provided by a friend or family member.**

The Medical School does undertake checks to ensure that all evidence provided is genuine and true.

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 Appeal Team will review your appeal application and where necessary 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 request a review of your outcome as detailed under section 7 in the Applicants Appeals and Complaints Procedure, further details are available via this link:

[Applicant-Appeals-and-Complaints-Policy-and-Procedure.pdf](#)