

Appeals Procedure for BCPC Examinations (Psychotherapy Diploma/MA)

1. An appeal may only be made against an Examination Board decision regarding the awarding of the Diploma/MA if the procedures were not adhered to and be on the basis that:
 - a) The process was not carried through correctly
 - b) The decisions were not based on BCPC examination criteria
 - c) The Board was not in possession of all relevant facts.
2. An appeal must be lodged within 3 months of the Board's decision.
3. If a candidate wishes to lodge an appeal, following the Board meeting at which a decision regarding their submission was made they should first discuss this with their tutor to ensure that the Board's decision has been understood and the candidate is aware of the appeals procedure.
4. If the candidate still wishes to appeal they should write to the designated Chair of the Training Committee to explain on which of the grounds they wish to appeal.
5. The designated Chair of the Training Committee will then contact the Chair of the Examination Board/ Course Lead to confirm to them that an appeal has been made and will request that all relevant documentation is sent to them.
6. The designated Chair of the Training Committee is entitled to ask for any other documentation in the course of their enquiries and to meet with the parties (Chair of the Examination Board/ Course Lead, Tutor, and appellant) if they need to.
7. The designated Chair of the Training Committee, having made a decision, submits a report to the Chair of the Examination Board/ Course Lead, Tutor, and appellant.
8. The decision made by the designated Chair of the Training Committee is final.
9. Where there is an Academic Appeal and the BCPC internal procedures have been exhausted without resolution the Appeal can be referred to the Middlesex University Registry Team. In such instances BCPC agrees to abide by the findings of the MDX procedure and to implement any necessary actions accordingly.

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