# Request for Review Form

## Introduction

This form is to be completed in support of your request for a review of a Formal Stage 2 decision taken by the University, which may relate to a Disciplinary Hearing, an Academic Appeal (Taught and PGR), Withdrawal for Unsatisfactory Academic Progress, a Complaint, Exclusion for Non-Payment of Tuition Fees, or Precautionary Action taken by the University on the Basis of Duty of Care. Please read the relevant regulation before completing this form.

## Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name** | Click or tap here to enter text. | | | |
| **Student number** | | Click or tap here to enter text. | | |
| **Faculty** | Choose an item. | | | |
| **Course name** | | Click or tap here to enter text. | | |
| **Contact phone number** | | | Click or tap here to enter text. | |
| **Contact e-mail address** | | | Click or tap here to enter text. | |
| **Stage 2 decision regulation** | | | | Click or tap here to enter text. |
| **Date Stage 2 decision received** | | | | Click or tap to enter a date. |

## Timescales

Requests for review normally need to be submitted within 10 working days of receiving a Stage 2 decision from the University.

Please note that if you do not provide a valid reason for submitting your request for review late, it will not be considered any further.

1. I am submitting my request for a review within 10 working days

1. I am submitting my request for a review after the 10 working days   
   because:

|  |
| --- |
| Click or tap here to enter text. |

## Grounds for a Review

Please note that you may only request a review on the basis of one or more of three the grounds below. Please indicate on which ground(s) you are requesting a review:

1. correct procedures were not followed in the consideration of the case  
   and this significantly affected the outcome

1. there is new information that could not be provided earlier and this significantly affects the outcome

## Evidence

Please do not repeat the information you supplied in support of your case at Stage 2. Please indicate why you feel you have grounds for a review:

1. correct procedures were not followed in the consideration of my case and this significantly affected the outcome   
   * 1. The correct procedure/s was not followed in the following way(s):

|  |
| --- |
| Click or tap here to enter text. |

* + 1. This had the following significant effect on the Stage 2 decisions because:

|  |
| --- |
| Click or tap here to enter text. |

1. there is new information that could not be provided earlier and this significantly affects the outcome
   * 1. The new information could not have been provided earlier because:

|  |
| --- |
| Click or tap here to enter text. |

Please note, that if a valid reason is not provided for not providing the information earlier, the information and evidence will be considered no further.

* + 1. This new information has the following significant effect on the Stage 2 decision:

|  |
| --- |
| Click or tap here to enter text. |

Please attach any documentary evidence you have to support your arguments.

## Data Protection

I hereby consent for any sensitive/confidential personal data, such as counselling records, held by the University to be made available to the Student Appeals and Complaints Office for use as evidence or supporting documentation as appropriate.

I understand that as part of the investigation into my request for review, the Student Appeals and Complaints Office may be required to share this information with other University staff on a need-to-know basis.

**I declare that, to the best of my knowledge, all of the information I have supplied is true, accurate and complete. I give my consent for information in this form and attached documents, and personal data held elsewhere within the University to be shared with relevant members of University staff on a need-to-know basis for the purpose of investigating my appeal.**

**I confirm that this signature is of the student making this appeal**

|  |  |
| --- | --- |
| **Signature** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

# Guidance

## Request an Alternative Format

If you would like this document in an alternative format, please contact the Student Appeals and Complaints Officer: [studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)

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## Advice or Assistance

For further procedural explanation of the appeals process, contact:

**Student Engagement Team**

Via Student Portal

Student Central

[Ask4help@northumbria.ac.uk](mailto:Ask4help@northumbria.ac.uk) (if no longer a student)

**Student Appeals and Complaints Office**

[studentappealsandcomplaints  
@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)

For advice or assistance in completing this form, or with any other aspect of the appeals process, contact:

**Students’ Union Advice Service**

[Su.advice@northumbria.ac.uk](mailto:Su.advice@northumbria.ac.uk)

[Students’ Union](https://www.mynsu.co.uk/getsupport/)

## Submitting Your Request for Review

Please include the following when you submit your request for review:

a supporting letter (optional)

a copy of the Stage 2 decision letter or email

**all** evidence which supports your request for review

Please submit your appeal:

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**By email**

[studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk)   
using an electronic signature from a Northumbria University email account