**Submitting a Request for Review - Taught Programmes**

**Student Guidance (Jan 2023)**

**Introduction**

This guidance should be read in conjunction with Request for Review Procedure as detailed in Appendix G of the [Handbook of Student Regulations](http://www.northumbria.ac.uk/handbook).

If after reading this guidance alongside the regulations you still have question about the procedure, please email [studentappealsandcomplaints@northumbria.ac.uk](mailto:studentappealsandcomplaints@northumbria.ac.uk). If you would like independent advice and guidance about submitting a request for review, please contact the Students’ Union at [www.mynsu.co.uk/advice-centre/your-course](http://www.mynsu.co.uk/advice-centre/your-course).

Students may request a review of any formal Stage 2 decision undertaken in accordance with the Handbook of Student Regulations. Students may also request a review of Stage 2 Academic Misconduct decisions.

**Key Points**

1. Requests for review must be submitted within **10 working days** of any Stage 2 decision being issued. This deadline is to ensure that if there are grounds to support a request for review, the issue can be remedied as swiftly as possible.
2. **The request for review procedure is not an opportunity for students to re-argue their case**. Students must demonstrate that they have grounds for their Stage 2 decision to be reviewed. The grounds for review are:
   1. Correct procedures were not followed in the consideration of your case at Stage 2, and this significantly affected the outcome. You will need to explain which procedure you believe has not been followed and how the outcome has been significantly affected.
   2. You have new information that could not be provided earlier, and this significantly affects the outcome. You will need to provide a good and valid reason as to why this new information could not be provided earlier and explain why you believe it significantly affects the outcome.
3. Requests for review based on a questioning of academic judgement are not permitted. The Office of the Independent Adjudicator (OIA) defines academic judgement as “*a judgment that is made about a matter were the opinion of an academic expert is essential*” ([OIA Scheme Rules](https://www.oiahe.org.uk/media/2276/oia-rules-april-2018.pdf), 2018).
4. Students should submit evidence to support their request for review wherever possible. If you are awaiting evidence, you should still submit your request on time, indicating when the evidence will be available. The Student Appeals and Complaints Office will discuss this with you, but we will not commence our timescales for considering the request until all your evidence has been received.
5. If your request is late, you must provide and evidence a good and valid reason for the lateness of the request. Without this, your request for review will be considered no further.
6. Before submitting your request, check that you have supplied the following documentation:
   1. A Student [Request for Review Form](http://www.northumbria.ac.uk/handbook)
   2. All supporting evidence
   3. A copy of the decision you are wanting reviewed
7. Organise your information carefully, ensuring that you clearly cross reference your arguments with the supporting evidence supplied by you. Do not repeat or copy and paste arguments made in your email, request for review form, and covering letter as this only delays the Student Appeals and Complaints Office’s ability to assess the information.
8. Your request will be considered by a member of the Student Appeals and Complaints Office. Appeals are normally considered within **20 working days**. If there is to be any delay, we will ensure you are kept informed.
9. If your request is dismissed, you will be issued with a Completion of Procedures Letter enabling you to take your case to the Office of the Independent Adjudicator (OIA). See Appendix H of the [Handbook of Student Regulations](http://www.northumbria.ac.uk/handbook) for further guidance about taking your case to the OIA.