

Request for a Stage Two: Review Form for Students

This form is for use by students to submit a request for a review of:

- i) Assessment Decisions
- ii) Exceptional Circumstances Decisions
- iii) Academic Misconduct Penalties

	Assessment decisions	Exceptional Circumstances decisions	Academic Misconduct penalties
Stage One: Formal Appeal	Appeals Procedure Stage One (Section 10 of the Appeals Policy and Procedure)	Exceptional Circumstances Panel (Exceptional Circumstances guidance)	Academic Misconduct Panel (Academic Misconduct guidance)
Stage Two: Review	Appeals Procedure Stage Two (Section 11 of the Appeals Policy and Procedure)		

The purpose of this procedure is to provide a formal means through which students can request a review of assessment, exceptional circumstances or academic misconduct penalty decisions. Appeals of assessment decisions follow Stage One and Two of the procedure. Appeals of Academic Misconduct and Exceptional Circumstances are referred to Stage Two of the procedure (as students will have submitted their cases to the relevant Panel which forms Stage One of these aligned procedures).

A request for review must be submitted by completing this form and sending the completed form (together with a copy of the original appeal or documentation and the Stage One or Panel outcome communication) to the Stage Two: Reviews team (reviews@bathspa.ac.uk) within **10 working days** from the date of written notification of the Stage One or Panel outcome. The grounds for review must be clearly stated as part of the application.

Any student who feels that they would like help in writing or submitting their request for a Stage Two: Review, or would like continued support throughout the Procedure, can access support from the Students' Union by emailing su-advice@bathspa.ac.uk

Details of the policies and procedures related to Stage Two: Review requests can be accessed in Section 11 of the [Appeals Policy and Procedure](#).

Please submit your completed form to: reviews@bathspa.ac.uk

Your contact details

TITLE	
FIRST NAME	
LAST NAME	
BATH SPA UNIVERSITY EMAIL	
STUDENT ENROLMENT NUMBER	
PROGRAMME OF STUDY	
DATE OF WRITTEN NOTIFICATION OF STAGE ONE OUTCOME (DD/MM/YYYY)	
DATE OF SUBMISSION OF REQUEST FOR A STAGE TWO: REVIEW (DD/MM/YYYY)	
SIGNATURE	

Details of your request for a Stage Two: Review

1.0 Following the outcome of Stage One

1.1 Please confirm under which of the following three Stage One decisions you are submitting a request for a Stage Two: Review:

i) Assessments decisions	
ii) Exceptional Circumstances decisions	
iii) Academic Misconduct penalties	

1.2 Please indicate which of the following criteria applies to your request for a Stage Two: Review:

<p>a) that there is new evidence that could not have been, or for good reason was not, made available at the time of the Appeals Panel/ Academic Misconduct Panel/ Exceptional Circumstances Panel and that sufficient evidence remains that the case warrants further consideration</p>	
<p>b) that evidence can be produced of significant procedural error on the part of the University in considering the appeal/ academic misconduct/ mitigating circumstances and that sufficient evidence remains that the case warrants further consideration</p>	

2.0 Your statement

Please provide a statement which clearly describes the grounds for review and the rationale for your request for a Stage Two: Review, taking into account the criteria which you have indicated in Section 1.2 of the form above:

3.0 Supporting documents

In accordance with Section 11.2 of the [Appeals Policy and Procedure](#), please provide a copy of your original appeal or documentation and the Stage One or Panel outcome communication.

Please also attach any new evidence to substantiate your criteria for a Stage Two: Review as indicated in section 1.2 of this form.

New evidence attached?	Yes/No
-------------------------------	--------

The Stage Two: Review Process

Sections 11.5 to 11.10 of the [Appeals Policy and Procedure](#) outline the processes and procedures and associated timeframes relating to the Stage Two: Review Panel.

Please submit your completed form to: reviews@bathspa.ac.uk