



SUBMITTING A STAGE TWO REVIEW REQUEST

STEP 1

Submit a completed **Review** form to **reviews@bathspa.ac.uk**, along with any accompanying evidence for your Review request, **within 10 working days** of the date that you received the official outcome letter or email which contains the decision which you wish to request to be reviewed. This can be either an Academic Appeal Outcome Letter, an Academic Misconduct Outcome Email or an Exceptional Circumstances Outcome Email. The **Bath Spa University Students' Union Advice Centre** can help to support you with the Review request process.

STEP 2

Your Review form will be acknowledged by email, normally **within 15 working days** of the submission of the form.

STEP 3

Your Review form will be reviewed by the Academic Registrar or nominee and the University will let you know by email, normally **within 15 working days** of the submission of the form, if your Review request meets the criteria to be considered.

STEP 4

If the Academic Registrar or nominee determines that your Review request meets the criteria, a Review Panel will be appointed **within 25 working days** from the date of the email from the University which notified you that your Review request met the criteria (Step 3).

STEP 5

Following the meeting of the Review Panel, you will be informed of the outcome by email **within 5 working days** of the meeting. A Completion of Procedures letter will be sent to you by email.

NOTE: Please note that, if any changes to your academic results are required following your Academic Appeal outcome, this will take up to 5 working days.