



## Request for a Review (Stage Two) Form

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

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

	Assessment decisions	Academic Misconduct penalties	Exceptional Circumstances decisions
<b>Stage One: Formal Appeal</b>	Appeals Procedure Stage One	Academic Misconduct Panel	Exceptional Circumstances Procedure
<b>Stage Two: Review</b>	Appeals Procedure Stage Two		

The purpose of this procedure is to provide a formal means through which students can request a review of assessment, academic misconduct penalty or exceptional circumstances decisions.

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 Review (Stage Two) team ([reviews@bathspa.ac.uk](mailto:reviews@bathspa.ac.uk)) within **10 working days** from the date of written notification of the Stage One 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 Review (Stage Two), or would like continued support throughout the process, can access support from the Students' Union by emailing [su-advice@bathspa.ac.uk](mailto:su-advice@bathspa.ac.uk)

Details of the policies and procedures related to Stage Two: Review requests can be accessed in Section 3.8 of the [Academic Appeals Policy](#).

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

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## Your contact details

Name:	
BSU Student Number:	
Email Address:	
Programme of Study:	
Level of Study: (0, 4, 5, 6, 7)	
School of Study:	
Campus:	
Date of Written Notification of Your Stage One Outcome (DD/MM/YYYY)	
Date of Submission of Request for a Stage Two: Review:	
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)	<b>Assessments decisions (Stage One: Formal Appeal)</b>	
ii)	<b>Academic Misconduct penalties (Academic Misconduct Panel Decision)</b>	
iii)	<b>Exceptional Circumstances decisions (Exceptional Circumstances Decision)</b>	

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

a) There is new evidence that, for good reason, could not have been provided at the time at which your Stage One decision was made	
b) There is a significant procedural error in the way in which the decision was considered at Stage One	

### 2.0 Your statement

**Please provide a statement which clearly describes the grounds for review and the rationale for your request for a Review (Stage Two), 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 3.8 of the [Academic Appeals Policy](#), 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.

<b>New evidence attached?</b>	Yes/No
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### The Stage Two: Review Process

Section 3.8 of the [Academic Appeals Policy](#) 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](mailto:reviews@bathspa.ac.uk)