

REQUEST FOR REVIEW OF STAGE 1 ACADEMIC APPEAL FORM

STRICTLY PRIVATE AND CONFIDENTIAL

REQUEST FOR A REVIEW OF AN APPEAL DECISION (ACADEMIC APPEAL)

IMPORTANT – PLEASE READ THIS SECTION CAREFULLY

You may only request a review of an appeal decision once you have received a written outcome concerning an Academic Appeal. If you have not logged an appeal, please use the 'Stage 1 Academic Appeal Form'.

The Deputy Registrar (Quality and Standards) must receive your request for review within **5 working days** of receipt of the Stage 1 academic appeal outcome.

Whilst the review is being conducted you must continue to abide by the decision of the Assessment Board, including completion of any reassessment (re-sit) requirements specified by the Board, pending the outcome of your case.

The regulations regarding requests for review (academic appeals) can be found in Section 16 of the Handbook of Academic Regulations, which are available online at www.westminster.ac.uk/academic-regulations

You are strongly advised to seek guidance from the Students Union before you submit your request for a review of an academic appeal.

Incomplete forms will not be investigated.

If you wish to raise matters relating to course provision or delivery, do not use this form. Please follow the complaints procedure guidelines available online at www.westminster.ac.uk/student-complaints.

SECTION 1 - YOUR DETAILS

Full name

Student Registration Number:

College:

School:.....

Course Title:

Modules affected:

.....

Date Academic Appeal Outcome Received:

Address for appeal correspondence:

.....

.....

Personal Email Address:

SECTION 2 – EVIDENCE

Please list below the authentic independent documentary evidence you are enclosing with this review of an appeal application.

A final decision will be made based upon the evidence submitted with this form but in order to fully investigate your case, additional information submitted to Mitigating Circumstances Boards or Assessment Board records may be considered as appropriate. All evidence must be included at the time of submission.

SECTION 3 – STATEMENT

You must clearly state the reason why you are requesting a review of the appeal decision. Please continue on a separate sheet if necessary.

For reasons of confidentiality and impartiality, the Academic Standards Manager or their nominee is unable to discuss the details of your case with you and can only provide guidance on the academic appeal procedure. The University Students' Union have some experience in this area and may be able to assist you further. **Please be assured that any information you give us will be treated sensitively and in the strictest confidence.**

SECTION 4 – DECLARATION

Please ensure that you have completed all sections of this form and then return it via post or email to:

**Academic Standards Manager
Academic Standards
Academic Registrar’s Department
University of Westminster
Cavendish House
101 New Cavendish St
London W1W 6XH**

Email: academicstandards@westminster.ac.uk

Your request for review of an academic appeal decision will be acknowledged in writing.

Important:

- This form and supporting evidence can only be considered if it is submitted to the above address.
- It is the student’s responsibility to obtain his/her results as soon as they are published online.
- Make sure that you keep a copy of this form and all evidence submitted.

Please sign and date the form after completing the following checklist:

- Have you selected the grounds you are appealing under?
- Have you included all documentary evidence to be considered?
- Have you explained why you are requesting a review?
- Is your claim being submitted within the published deadline? If not please explain why.

Name:

Date: