

Stage 2 Review of Academic Appeal form

Before completing this form, please read [University Regulation 17](https://www.bath.ac.uk/publications/regulations-for-students-2023-24/). This form and further guidance are available online via the guide to [requesting a review of a Stage 1 academic appeal outcome](https://www.bath.ac.uk/guides/request-a-review-of-a-stage-1-academic-appeal-outcome/).

Instructions

* You should only use this form if you are requesting a review of the outcome of a Stage 1 Academic Appeal.
* If you have not already submitted a Stage 1 Academic Appeal in accordance with Regulation 17, please complete the relevant [Stage 1 ACADEMIC APPEAL form](https://www.bath.ac.uk/publications/stage-1-academic-appeal-form/) instead of this one.
* Complete sections 1 to 3 of this form. This document is protected but you can add text where stated.
* Sign and date the form (section 4).
* Submit this form to the Director of Academic Registry (stage-2-appeals@bath.ac.uk) no later than 14 calendar days after you were notified of the outcome of your Stage 1 Academic Appeal by the Chair of the Board of Studies for your course. Requests for a review of a Stage 1 Academic Appeal received after this deadline will not normally be considered.

Evidence requirements

You must provide evidence that is available to you to make as clear a case for review as you can when you submit your request. Your submission must contain all the details and evidence that you wish to be considered as part of this review process. You will not normally have any further opportunity to present your case or provide further detail beyond the information you provide in this form and the evidence you submit.

Advice and assistance

You should seek advice on your case before submitting this form, as detailed in the [support](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/#support) section of the guide to appealing against an academic decision.

Submitting your request for a review

This completed form should be submitted with available documentary evidence to the Director of Academic Registry (stage-2-appeals@bath.ac.uk). Receipt of the form and evidence will be acknowledged by email. The review should be completed within 28 calendar days of receipt of the request by the Director of Academic Registry.

# 1. Your Details

**Student number:** Click or tap here to enter text.

**Preferred First Name:** Click or tap here to enter text.

**Formal First Name:** Click or tap here to enter text.

**Surname/Family Name:**  Click or tap here to enter text.

**Contact phone number:** Click or tap here to enter text.

**University of Bath email address:** Click or tap here to enter text.

**Alternative email address:** Click or tap here to enter text.

**Department or School:** Click or tap here to enter text.

**Course:** Click or tap here to enter text.

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# 2. Your reasons for seeking a review of an academic appeal

A Stage 2 Review is a review of your Stage 1 Academic Appeal. It must relate to the same academic decision as cited in your Stage 1 appeal.

A request for a review must be made on one or more of the three following grounds. Dissatisfaction with the outcome of your Stage 1 appeal is not in itself valid grounds for requesting a Stage 2 review.

**Please indicate, by selecting the appropriate checkbox(es), and providing details of the** **ground(s) on which you are requesting a review of your Stage 1 Academic Appeal outcome.**

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*i) There were material (i.e., significant, or important) procedural irregularities at Stage 1*

[ ]  **I am requesting a review of my appeal outcome on these grounds**

If you are requesting a review on these grounds, please answer the following questions with the detail you wish to be considered:

**What were the procedural irregularities that you believe you have positive evidence to demonstrate?**

Click or tap here to enter text.

**What evidence are you providing to support this request for a review?**

Click or tap here to enter text.

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*ii) There is material (i.e., significant, or important) new evidence which could not reasonably have been expected to have been provided at Stage 1*

[ ]  **I am requesting a review of my appeal outcome on these grounds**

If you are requesting a review on these grounds, please answer the following questions with the detail you wish to be considered:

**What new evidence are you submitting that was not provided as part of your Stage 1 appeal?**

Click or tap here to enter text.

**Why could you not reasonably have been expected to have provided this evidence as part of your Stage 1 appeal?**

Click or tap here to enter text.

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*iii) The outcome at Stage 1 was unreasonable in light of the evidence presented*

[ ]  **I am requesting a review of my appeal outcome on these grounds**

If you are requesting a review on these grounds, please answer the following questions with the detail you wish to be considered:

**Please describe why you believe the evidence you provided at Stage 1 made the outcome unreasonable**

Click or tap here to enter text.

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# 3. Supporting documentation

**You must submit the following documentation:**

* This form completed in full
* Evidence available to you which supports your request for a review
* All the documentation you submitted at Stage 1 of the Academic Appeal
* Any further evidence which could not reasonably have been expected to be provided as part of the original (Stage 1) appeal submission

For documents written in a language other than English, a translation into English should normally be provided.

Please ensure that all attachments are readable in the format as submitted.

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# 4. Declaration

*Any personal information which is received in the course of dealing with your academic appeal will be treated as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of University staff (or where relevant the Office of the Independent Adjudicator), only for the purpose of investigating and determining the outcome of your appeal.*

**I declare that to the best of my knowledge all the information I have supplied is true, accurate and complete.**

I have obtained consent to submit any evidence originating from other parties.

**Signature or typed name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.