This form should be used by students to submit a request for a Review of Appeal through *the Academic Appeal Procedure for Taught Programmes*. It must be completed in full and supported by relevant evidence. For information please see the relevant procedure document and ensure that you have read the FAQ’s at the end of the form.

A request for Review of Appeal is a request that a decision taken at the formal stage of appeals process be reconsidered. A Request for a Review will consider the fairness and appropriateness of a decision made at the formal stage. It will not consider additional grounds that have not been raised previously.

This form and evidence must be submitted to the Head of the Central Secretariat, copied to student.appeals@imperial.ac.uk, within **15 working days** of the outcome of the formal stage of your appeal. Ensure that you have understood the requirements of the procedure and seek support from the Imperial College Union Advice Centre, your personal tutor, Senior Faculty Tutor, or departmental administration team.

**In submitting the request for Review, you consent to the College using and sharing your personal data for the purposes considering your request. Please see the declaration section for further information.**

|  |
| --- |
| **Personal Details** |
| Forename: |  | Surname: |  |
| CID no: |  | Department: |  |
| Programme of Study: |  |
| Year of study: |  | Date of outcome of formal appeal stage |  |
| Contact email: |  |
| **Request for reasonable adjustments to procedure** |
| **I do not wish to request reasonable adjustments**: |[ ]
| For those students that consider that they may require reasonable adjustments due to a disability or chronic condition please complete the section below. A member of the team will contact you to discuss this. |
| I have a disability/ chronic condition for which I am registered with the Disability Support Services |[ ]
| I have a disability/ chronic condition BUT I am not registered with the Disability Support Services |[ ]
| The adjustments to the process that I need in order to fully engage with the appeals procedure are: |
|  |
| **Decision against which you wish to request a Review of Appeal** |
| Eligibility review outcome (formal stage) |[ ]  Panel Decision |[ ]
| **Grounds for Request for Review of Appeal:**Please select the appropriate ground(s) for your request from the following list: |
| 1. | The decision on the academic appeal has not taken account of all relevant information, or because additional material information has come to light |[ ]
| 2. | There has been a material procedural irregularity in the conduct of the academic appeals process |[ ]
| **Explanation of grounds in relation to request for Review of Academic Appeal**Please use the box below to describe the reason for your request for review. You must clearly and concisely explain what you consider has occurred (or not) with regards to the College Procedures. If you are raising this request on the grounds of additional material information (grounds 3) you must also explain why this could not have reasonably been provided at the time of the formal appeal. |
| *Please delete this guidance text before submitting your request. In this section you need to explain your request for review of appeal grounds. You should link your statement to the grounds that you have ticked in the section above.* *If your request is because you consider that the appeal has not taken into account all relevant information you must clearly indicate:** *What information has not been considered*
* *Why this might have made a difference in the consideration of the appeal*
* *Why you consider it has not been considered*
* *Link to the evidence that you are providing to support the appeal.*

*If your request is based on additional material information you must clearly indicate:** *What information you have now been able to provide*
* *Why you were unable to provide it at the time the appeal was being considered at the formal stage*
* *Why you consider that it may make a material difference to the original decision*

*If your request is based on procedural irregularity you must clearly indicate:** *What regulation or part of the procedure you think has not been followed?*
* *How this would have materially impacted on the decision (if there was an error, but would not likely have had an impact on the decision then it will not be considered)*
* *Link to the evidence that you are providing to support the appeal.*
 |
| **Evidence/supporting documentation**Please list all the documents that you are providing to support your request for review. Where documents are to follow please indicate when they will be provided. \***In all cases**, please include the outcome letter from the formal appeal stage. |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| **Privacy statements**1. The College will only share the information in this request for review with those that are required to respond, or those members of the College that will consider the review.
2. The full information that is contained in the request for review submission will only be held for the period as outlined in the College [retention schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/Retention-Schedule-version-2010.pdf).
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

**Student Declaration**Please note that if this section is incomplete, the request cannot be considered. As the appellant, by submitting this request for review and supporting documentation: |
| * I declare that the information given is true and accurate to the best of my knowledge.
 |[ ]
| * I declare that I have consulted the Academic Appeals Procedure for Taught programmes prior to completing the form.
 |[ ]
| * I agree to the information and documentation in this request being shared in order for the College to fully consider the request. I note that this may include those required to respond to the grounds I have raised.
 |[ ]
| Student signature:*Typed is sufficient* |  | Date: |  |

**Advice and guidance**

Below are a series of frequently asked questions about the appeals process.

1. **Where can I get support?**

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union Advice centre. Please ensure you access support as this may be the only opportunity for you to make an appeal, and you need to make sure you have completed it to the best of your ability.

1. **Is there a ‘best’ way to present my case?**

Each case is different but general advice is:

* + - **Read the procedure and any guidance in full** before starting.
		- **Write everything down** in a draft first statement to ensure that you have all the information about your appeal.
		- **Do not withhold information because you are embarrassed or do not want to share it for whatever reason.** The panel cannot consider what they do not know.
		- **Do not include information that is irrelevant**, your main points could get lost.
		- Use this information to produce a timeline; information presented chronologically is easier to follow.
		- **Identify any documents/evidence** from your timeline that you will need to support the appeal.
		- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you need to say.
		- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College Advice Centre **to review your statement**.
		- Remember that the panel/caseworker is not an expert in you or your programme. You need to explain, do not assume they will understand.
		- **Make sure you meet the deadline**. If you are waiting for a document or information it is better to submit what you have and state when you expect to be able to send it on. Late appeals are likely to be rejected.
1. **Can the request be raised for me by someone else?**

No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

1. **What happens once I have submitted the request for Review of Academic Appeal?**

The request will be reviewed by the Head of the Central Secretariat (or nominee) to make a decision if it is eligible. They will write to you (by email) to explain their decision and what will happen next. If it is eligible, you and the department/appeals panel/student casework team may be asked for more information to be presented to the panel who are responsible for considering your request.

1. **How long will a request take?**

This will depend on the complexity of the request and the availability of the relevant staff. If it is being considered by a panel the normal timeframe is that will consider it within 15 working days of the confirmation eligibility. You should receive the outcome 5 working days following the panel.

1. **What happens if my request is successful?**

The panel will make recommendation(s) for action by the College/department with regards to your request. If this overturns the decision that the formal appeal was not eligible, the appeal may have to be referred to a panel for a decision. If they consider the Appeals panel decision should be overturned then they will make a recommendation for resolution. This completes the procedures of the College.

1. **What happens if my request is not successful?**

If your request is not successful, this completes the procedures of the College and you will be issued a Completion of Procedures letter detailing the Office of the Independent Adjudicator for Higher Education (OIA) [complaints scheme.](https://www.oiahe.org.uk/about-us/our-scheme/)