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**Request for a review against the outcome of the initial investigation into your appeal**

Please note, a request for a review of the initial investigation into your appeal can only be considered on the grounds available in section A. This process will not normally consider the content of your appeal for a second time, or involve a further investigation.

**YOUR DETAILS**

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| --- | --- |
| Family name: | First name(s): |
| Student number: 100 |  |

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| **A) State on which of the following grounds you are requesting a review (tick relevant box):**  **fresh evidence can be presented which you could not with reasonable diligence have submitted with your initial appeal and which might cause reasonable doubt as to the fairness of that decision;**  *Please note that if you are appealing on this ground, you must have a* ***clear reason*** *why you could* ***not*** *have disclosed this evidence during the appeal procedure before the initial findings letter was issued.*  **there is evidence of a failure to follow the procedures set out in the Regulations which might cause reasonable doubt as to the fairness of the decision;**  **the decision was perverse given the evidence which was available at the time .** |

**B)** **State clearly and concisely all the matters which you wish us to investigate and take into account in relation to the specific grounds on which you are appealing.**

*You must explain how these matters relate to the permitted grounds for review and lead you to believe that the outcome of the appeal was unfair.*

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| ***Please continue on a separate sheet of paper if necessary*** |

**EVIDENCE**

**C)** **Please attach to this form and record in the table below any information that you wish to be taken into account in the consideration of your appeal.**

*Please ensure you attach as much relevant evidence as possible, as the College* ***will not accept any further evidence or representations****. All evidence supplied must be the original documents.*

|  |  |  |
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| **Document Type**  (e.g. Email from staff, Medical Certificate, Counsellor’s Letter, Police Report, Death Certificate, College Procedures) | **Date of Evidence** | **Notes/Comments** |
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**DECLARATION**

I would like the Academic Quality and Policy Office to investigate my appeal.

* I believe that all the facts stated above are true and understand that, if my statement is considered to be frivolous or malicious, I may be liable for disciplinary action.
* I have included all the issues and supporting evidence which I wish to be investigated and considered, and understand that the College may refuse to take on any additional matters which are introduced later in the process.
* I understand that staff in my department and elsewhere in the College may be shown all or part of my appeal submission and be asked to comment.
* I understand that, in order to investigate my appeal effectively, the Academic Quality and Policy Office may need to access personal data held by the College, which could include sensitive information (e.g. relating to health matters).
* I have read and understood the appeals procedure and guidelines provided as well as any relevant sections of the [Academic Regulations](https://www.royalholloway.ac.uk/ecampus/academicsupport/regulations/home.aspx).

**Sign here, even if you have appointed a representative to deal with your appeal, otherwise we will not investigate your appeal.**

|  |  |
| --- | --- |
| Signature: | Date: |

All requests for review must be submitted in writing to the Academic Quality and Policy Office, Founders East 54, Royal Holloway University of London, Egham, Surrey TW20 0EX **by the deadline** given.

Your submission must include:

🞏 this form, completed in full;

🞏 copies of all supporting evidence which you wish to be taken into account.