**Important please read this section carefully before submitting your complaint**

* This form is only for use when you are seeking a review of a Second Stage decision by a Proctor in relation to an appeal which falls within the [*University Academic Appeals Procedure*](http://www.admin.ox.ac.uk/proctors/complaintsandacademicappeals/appeals/).%20Please%20read%20the) or in relation to a complaint which falls within the [*University Student Complaints Procedure*](http://www.admin.ox.ac.uk/proctors/complaintsandacademicappeals/appeals/).%20Please%20read%20the). This form initiates the Third Stage under each *Procedure*.
* If you are dissatisfied with the Proctor’s decision you may request a review of the decision on one or more of the following grounds: (a) there was a procedural irregularity or error in the Proctor’s investigation; (b) the Proctor’s decision was unreasonable (you must identify which aspects of the Proctor’s decision you consider to be objectively unreasonable and explain why); (c) you were not provided with clear reasons for the Proctor’s decision; or (d) you have material evidence which the Proctor has not yet seen which you have valid reasons for not having provided earlier.
* Review requests should be made within 10 working days of the Proctor’s decision letter. Review requests made after this date will be considered late. For the Reviewer to consider them you will need to include a valid reason and evidence of the reason for lateness. This will be assessed and a decision made as to whether the review should be treated as out of time.
* Review requests may be brought by individual students, groups of students or former students (please see section below on group review requests for further information).
* All sections of the form should be completed, and any supporting evidence you wish to be considered should be submitted at the same time as the form to [review@proctors.ox.ac.uk](mailto:review@proctors.ox.ac.uk).
* The Reviewer may refuse to consider your appeal if you exceed the word limits below.

**Group Appeals:**

* Groups of students seeking a review of a joint appeal or complaint should, as they did with the original appeal or complaint, nominate one student to act as their spokesperson. The spokesperson should complete the form on behalf of the group.
* When this form is submitted to the Proctors’ Office, it should be accompanied by a list of the students in the group together with their signatures to indicate their agreement to the content of this form and to the spokesperson speaking on their behalf; or, if the complaint is being made by email, all of the students listed should be copied into the email.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 1: About you** | | | | | | | | | |
| **Is this a review request for a group?** | Yes  No | | | | | | | | |
| **Surname/Family name** |  | | | **Title** | | |  | | |
| **First/Given name(s)** |  | | | | | | | | |
| **University student no.** |  |  |  |  |  |  |  |  |  |
| **Level of Study** | Undergraduate | |  | Taught Postgraduate | |  | Postgraduate  Research | |  |
| **Programme of study** |  | | | | | | | | |
| **Course start date:** |  | | | **Course finish date:** | | |  | | |
| **Year of study:** |  | | | **Status on course:** | | |  | | |
| **College:** |  | | | | | | | | |
| **Contact email:** |  | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 2: Review summary** | | | | | |
| Is this a review request for a complaint or academic appeal? |  | | Complaint |  | Academic appeal |
| What is the date of the Proctors decision letter sent to you under Stage 2 of the appeals/complaints procedure? |  | | | | |
| If your review request is about a decision communicated to you over 10 working days ago, please confirm your reason for lateness.  *Please note any evidence in support of this* *should be submitted with this review request form.* |  | | | | |
| What ground(s) are you appealing under? |  | There was a procedural irregularity or error in the Proctor’s investigation  (see section 4.1) | | | |
|  | The Proctors’ decision was unreasonable  (see section 4.2) | | | |
|  | You were not provided with clear reasons for the Proctor’s decision  (see section 4.3) | | | |
|  | You have material evidence which the Proctors’ Office has not yet seen which you have valid reasons for not having provided earlier  (see section 4.4) | | | |
| Are there are time-critical factors that the Proctors should be aware of? [max 150 words] | | | | | |
|  | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: Review details (stage 3)** | | | | | | |
| What are the key points of your review request? [max 700 words] | | | | | | |
| 4.1 | There was a procedural irregularity or error in the Proctor’s investigation  *Please state clearly (i) what the procedural irregularity or error is, (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this* | | |  | | |
| 4.2 | The Proctors’ decision was unreasonable  *Please state clearly (i) what aspects of the Proctor’s decision you consider to be objectively unreasonable (please identify the relevant paragraphs in the Proctor’s decision letter), (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this* | | |  | | |
| 4.3 | You were not provided with clear reasons for the Proctor’s decision  *Please state clearly (i) which aspects of the Proctor’s decision you do not consider were supported with reasons or were unclear (please identify the relevant paragraphs in the Proctor’s decision letter) (ii) any underlying facts, including key events and dates (iii) the evidence that supports this (iv) the impact you have faced as a result of this* | | |  | | |
| 4.4 | You have material evidence which the Proctors’ Office has not yet seen which you have valid reasons for not having provided earlier  *Please state clearly (i) what the new evidence is, (ii) why you consider it to be relevant, (iii) why you have not provided it earlier* | | |  | | |
| Please list of all new items of evidence that you have submitted to be considered as part of the appeal.  *Any evidence you supply must be complete, relevant and proportionate, and it is your responsibility to provide this supporting evidence, and to decide what should be included. Please name the supporting evidence as relevant annex and brief description, for example “Annex A Email from …”, please do keep the file name brief as lengthy titles may not open properly.* | | | | | |
| Annex | Description of evidence | Author | | Date | How does this support your reqeust? |
|  | A |  |  | |  |  |
| B |  |  | |  |  |
| C |  |  | |  |  |
| D |  |  | |  |  |
| E |  |  | |  |  |
| What outcome would you like to see as a result of this appeal [max 500 words] | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION 5: Declaration (please tick to indicate your agreement)** | | | | | |
| I have read the University’s Academic Appeals Procedure *or* I have read the University’s Complaints Procedure | | | |  |
| I understand that the University may need to process personal details about me, which could include sensitive information, in order to investigate my review request | | | |  |
| I understand that the University may need to exchange information about my review request within the University and Colleges, and with other persons and organisations, including disclosing this completed Review Request Form and my accompanying evidence where necessary, (for example, to collect information or to seek statements from relevant persons or bodies) | | | |  |
| *[Reviews of Group Appeals Only]* I understand that I am the nominated spokesperson for a group of students who are seeking review of their Group Appeal/Complaint and that it is my responsibility to ensure that I represent the views of all the members of the group fairly. The attached list is a complete list of the members of the group of students bringing and each person listed has read and agreed to the contents of this form. | | | |  |
| The information I have given on this form is true, correct and complete, to the best of my knowledge | | | |  |
| **Signed**: |  | **Date**: |  | |

**Submit this form and all evidence to** [**review@proctors.ox.ac.uk**](mailto:review@proctors.ox.ac.uk)

*You will receive a formal acknowledgement of your complaint within five working days.*