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**REQUEST FOR REVIEW OF AN EXTENUATING CIRCUMSTANCES/ INTERRUPTION OF STUDIES DECISION FORM**

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| **Please ensure that you have read and understood the Extenuating Circumstances Regulations and Procedure, available at: https://registry.southwales.ac.uk/student-regulations/extenuating-circumstances/****This form should be submitted to the Student Casework Unit within 10 working days of notification of the outcome of an extenuating circumstances or interruption of studies claim, via:** **studentcasework@southwales.ac.uk** |

**YOUR DETAILS**

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| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Course:** |  |
| **Faculty:** |  |

**ASSESSMENT AFFECTED**

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| **Is your request for review related to an interruption of studies claim?** | Yes [ ]  No [ ]  |
| **Is your request for review related to an extenuating circumstances claim?** | Yes [ ]  No [ ]  |

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| --- | --- | --- | --- | --- | --- |
| **Module code:** | **Module title:** | **Module tutor:** | **Type of assessment:** | **Coursework deadline/date of exam:** | **Did you apply for a non-submission or extension:** |
|  |  |  | *e.g. coursework or exam* |  | Non submission [ ]   | Extension [ ]  |
|  |  |  | *e.g. coursework or exam* |  | Non submission [ ]   | Extension [ ]  |
|  |  |  | *e.g. coursework or exam* |  | Non submission [ ]   | Extension [ ]  |

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| **Please tick the box(es) that describes your grounds for requesting a review:** |
| Ground A | You have evidence that there was procedural error during the consideration of the extenuating circumstances/interruption of studies claim and this has materially disadvantaged you |[ ]
| Ground B | You have new and relevant evidence, which for **good reason,** was not available at the time the initial extenuating circumstances/interruption of studies claim was submitted. *(NB Sensitive personal, family or cultural reasons will not be accepted as good reason as they should have been drawn to attention at the time was submitted)*. |[ ]
| Ground C | You can demonstrate that the outcome was unreasonable. |[ ]
| Ground D | You can demonstrate that there was a reasonable perception of bias during the process. |[ ]

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| **Please outline your reasons for requesting a review of your extenuating circumstances/ interruption of studies claim and why you are not satisfied with the original outcome.** |
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| **Please detail what reasonable outcome or further action you are expecting:** |
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**EVIDENCE**

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| **Evidence attached in support of your request for review:****See Guidance document for advice regarding 3rd Party evidence** |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |

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| **Please specify the reason(s) why this evidence was not previously provided with your original extenuating circumstances/ interruption of studies claim:** |
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**SPECIFIC REQUIREMENTS**

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| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size* |

**DECLARATION**

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| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.****I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].***NB Policing Degree apprenticeships programmes only – your employer will be automatically notified of any submissions/ outcomes under this process.* |
| **Signed:** |  | **Date:** |  |

***This form is available in Welsh. Mae’r ffurflen hon ar gael yn Gymraeg.***

1. [1] Communication plans for each area of casework can be found here: https://registry.southwales.ac.uk/student-regulations/ [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)