



Case Review Request Form

If you are not satisfied with the decision taken in respect of your formal complaint or academic appeal, you must use this form to request a Case Review. Before completing this form, please ensure that you have read the University's [Student Complaints Procedure](#) and, especially, section 5 which refers to Case Reviews.

Are you submitting your Case Review within the deadline?

This form should be submitted within **10 working days** of the notification of the outcome of your formal complaint or academic appeal.

If you feel that you will be unable to meet this deadline, you should email sca@sheffield.ac.uk prior to the deadline, giving your reasons in writing as to why you require an extension to the submission deadline. We will consider your request and respond as soon as possible.

You may also find it helpful to contact the [Student Advice Centre](#) for independent guidance and support, regarding the content of your case review

All sections of the form must be completed. The form and accompanying documentary evidence to be submitted by email to sca@sheffield.ac.uk. You will be informed in writing of the outcome of your case review in due course.

Section A: Your Details					
Title:		Forename:		Family name:	
Registration Number:			Email:		
Level of Study:		Programme of Study/Research:			

For Group Case Reviews ONLY

Named contact for the group

Title:		Forename:		Family Name:	
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Group members

Please provide all names of students who are part of this group case review (please note: all students will need to have been part of the group academic appeal/complaint to which this group case review relates to).

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Section B: Case Review Ground(s)

In order for your Request for a Case Review to be considered you must check the box(es) below to confirm which ground(s) apply to your case as set out at section 5 of the [Student Complaints Procedure](#), and provide the information requested.

There is no need to repeat the content of, or provide copies of, your academic appeal or formal complaint to which this Case Review relates. The Vice President will be provided with this information when they consider your Case Review.

Please also note that if your Case Review appears unclear or difficult to understand we may ask you to resubmit it in order to assist the Vice President in their consideration of your case.

- A material procedural irregularity occurred which rendered the process leading to the decision taken in respect of the formal complaint or academic appeal unfair.**

If you select this ground, please provide the information below to assist the Vice President considering your case:

What is the material procedural irregularity?

Why do you think this irregularity led to an unfair decision on your formal complaint or academic appeal?

- Material which the student could not reasonably have been expected to produce at the time of the decision taken in respect of the formal complaint or academic appeal casts substantial doubt upon the appropriateness of that decision**

If you select this ground, please provide the information below to assist the Vice President considering your case:

What is the material which you did not make available at the time of your formal complaint or academic appeal?

Why did you not make this available at the time of your formal complaint or academic appeal?

Why do you think this material casts substantial doubt on the decision reached on your formal complaint or academic appeal?

- The decision taken in respect of the formal complaint or academic appeal was manifestly unreasonable.**

If you select this ground, please provide the information below to assist the Vice President considering your case:

Please explain clearly why you think the decision reached on your formal complaint or academic appeal is manifestly unreasonable, and provide clear reason(s) as to why the decision is so unreasonable that it should not have been reached.

Section C: Evidence in support of your Case Review.

If you are submitting evidence in support of your Case Review please list it here and explain clearly what it is and why it supports your Case Review.

Please note that students are expected to supply ALL the evidence they wish to submit in support of their case review request - we do not request evidence from 3rd parties on a student's behalf. Evidence should be in English or provided with an officially notarised translation. We are unable to accept video or audio evidence, other than in exceptional circumstances.

Please note that in the case of medical evidence we may verify this evidence with the medical practitioner or institution concerned. Therefore, if the medical evidence does not contain clear contact details for the issuing medical practitioner or establishment please provide the email, phone number, and address here. We may use this information to carry out verification checks on the evidence you have provided, and we may revert to you for further information in order to facilitate this.

Evidence	Explanation

Section D: The desired outcome of your Case Review.

Please describe the action you would like to see taken in order to resolve your case to your satisfaction.

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Section E: Student adviser or other representative (If applicable)

Please give the name of your adviser/representative, indicating whether they are legally qualified.

Name:

Legally Qualified?

Yes

No

Section F: Checklist.

When finalising your Case Review before submission please check the following:

Have you filled in every section of the form?

Have you supplied your details?

Have you filled in the details of your representative, if you have one?

Have you attached all the evidence you wish to use to support your case?

For group case reviews only, have you provided all names of students who are part of this group case review?

Section G: Declaration

I confirm that all of the above information, and any evidence/documentation provided in support is true and accurate. I understand that the provision of false or misleading information or evidence/documentation may result in the suspension or termination of the consideration of my Case Review, and/or may constitute misconduct in line with the University's Regulations relating to the Discipline of Students. I understand and agree that all information, evidence/documentation relating to my Case Review can be sent to the Vice President and the Head of Department/School/Service concerned (including any delegates), and my adviser or representative (if applicable).

Signature:

Date:

Click or tap to enter a date.

Please keep a copy of this form for your records.