University of Sheffield | Communications and External Relations

Deputy Director's Office
Communications and External Relations
Level 2, Arts Tower
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UNITED KINGDOM
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APPLICANT CASE REVIEW REQUEST FORM

This form is for requests for a Case Review of the decision on an appeal or complaint relating to an application to study at the University of Sheffield.

Before completing the form, please refer to section 3.3 of our Appeals and Complaints Procedure for Applicants, available at www.sheffield.ac.uk/study/policies/appeals-complaints-applicants.

Please submit your request for Case Review by email to admissions@sheffield.ac.uk, or by post to the address above.

Section 1 – Personal information

This section is for the personal and contact details of the person requesting Case Review.

Title		Forename/Given name(s)	
Surname/Family name			
Address			
		Postcode	
Telephone number		Email address	

Section 2 – Application information

This section is for the details of the application concerned in the request for Case Review. If the person submitting this request is not the same as the applicant, please note that we will not be able to consider the request without written evidence of the applicant's full consent.

Title		Forename/Given name(s)	
Surname/Family name		Date of birth	
UCAS ID/Sheffield applicant number		Choice number	
Course title		Course code	

I am the applicant concerned in this request for Case Review ☐

I am not the applicant concerned in this request for Case Review, but I have their written consent and this is enclosed with this form ☐

Section 3 – Details of appeal/complaint decision

Please enter the name of the member of staff who decided on the appeal/ complaint concerned in this request for Case Review.	
Please enter the date of the outcome letter responding to the appeal/complaint concerned in this request for Case Review. This request should be submitted by the deadline specified in the final paragraph of the outcome letter. We will not be able to consider requests submitted after the deadline without a satisfactory explanation of why the deadline could not reasonably be met.	

Section 4 – Grounds for the request

A material procedural irregularity occurred which rendered the process leading to the decision taken in respect of the appeal/complaint unfair

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If you select this ground, please include in your statement (Section 6):

- What the material procedural irregularity is
- Why you think this irregularity led to an unfair decision on your appeal/complaint

Material which could not reasonably have been produced at the time of the decision taken in respect of the appeal/complaint casts substantial doubt on the appropriateness of that decision

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If you select this ground, please include in your statement (Section 6):

- What this material is
- Why it was not made available at the time of the appeal/complaint
- Why you think it casts substantial doubt on the decision

The decision taken in respect of the appeal/complaint was manifestly unreasonable

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If you select this ground, please include in your statement (Section 6):

- Clear reason(s) as to why the decision is so unreasonable that it should not have been reached

Section 5 – Evidence

Please provide details of any new evidence you wish to be considered as part of the Case Review process, along with an explanation of why it was not included with the original appeal/complaint submission.

All evidence supplied with the original appeal/complaint will be reviewed during Case Review and does not need to be resupplied.

Please add further lines as necessary.

Evidence	Explanation

Section 6 – Statement

Please provide details of your case, explaining why you are not satisfied with the outcome of your appeal/complaint and why you believe your case meets the grounds for Case Review set out in point 3.3.1 of the Appeals and Complaints Procedure for Applicants. You can use additional sheets if necessary.

Section 7 – Desired resolution

Please tell us how you would like the University to resolve your case.

Section 8 – Declaration

I believe that the above information is accurate. I confirm that this request for Case Review and any documentation associated with it can be passed to relevant members of University staff for consideration and comment.

Signed.....

Date.....