**Request for a Review of an Intermission Decision**

If you are not satisfied with the outcome of an intermission decision, you can request a review of the procedure, which will be carried out by a review panel of three members of staff at Executive Manager level or above. The request for a review must be submitted in writing **within 14 calendar days** of the intermission decision letter from the University.

Within this request, you must outline the reasons for your dissatisfaction. It will not be sufficient to simply reiterate the original intermission request.

This is the final stage of the University’s intermission procedure. If you are dissatisfied by the outcome of the review, you may be eligible for a further review by the Office of the Independent Adjudicator (details will be provided to you with the outcome of the review).

**Valid Grounds for a Review**

For a review to be considered, you will need to:

* Provide further evidence to substantiate your request, together with a full explanation of why this evidence was not supplied with the original application; or
* Demonstrate that the intermission process was not followed correctly and that this had a detrimental impact on the outcome; or
* Demonstrate that the University reached a decision that no reasonable body could have reached.

|  |  |
| --- | --- |
| Name |  |

|  |  |
| --- | --- |
| Student Reference Number  or  Date of Birth |  |

|  |  |
| --- | --- |
| Address |  |
| Telephone Number |  |
| Email |  |

|  |  |
| --- | --- |
| Date of original request |  |

**Completion and Submission**

Please complete the details on the reverse of this form and submit with any supporting documents. This form may be submitted by:

* Completing the form electronically and then emailing it together with any supporting documents to [Academic.Registry@law.ac.uk](mailto:Academic.Registry@law.ac.uk);
* Printing off and completing the form manually and posting it together with any supporting documents to:

Academic Registry

The University of Law, 14 Store Street, London, WC1E 7DE.

If you require any advice as to the best way to complete this form, please contact the Student Association Administrator (student-association@law.ac.uk).

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| --- |
| **Please set out clearly the basis of your request for a review:** |

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

Are you attaching supporting evidence? Yes  No

|  |
| --- |
| **Please indicate the outcome you are requesting from this process:** |

Please sign and date the form below and attach any supporting documents, and submit the form and documentation either by email or through the post to the address shown on the previous page.

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

|  |  |  |
| --- | --- | --- |
| **Process** | **Procedure** | **Timing** |
| Review of Intermission Decision | Student submits application requesting a review of the Intermission decision | Within 14 calendar days of receipt of the review outcome |
| University acknowledges the request | Within seven calendar days of receiving the application |
| Conclusion of the review and report submitted to student | Within five weeks of acknowledgement of request for a review |

**Version history**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Amended by | Revision summary | Date |
| V1.0 |  | Approval and publication | April 2016 |
| V1.1 |  |  | November 2018 |
| V1.2 | Senior Quality Officer | Change to coding convention | April 2020 |