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# REQUEST FOR RECONSIDERATION APPLICATION FORM 2024-25

Please submit this form with your supporting documentation to your School Administrative Office. To check your School’s contact details, you can phone the University at 0115 941 8418.

**Important:** Once your academic results have been published you have **10 working days** under the 2024-25 regulations to submit a Request for Reconsideration (R4R). If your results have not yet been published then we cannot consider your R4R application. For more information, please see the R4R FAQs on the Academic Appeals Procedures webpage: <http://www4.ntu.ac.uk/current_students/resources/student_handbook/appeals/index.html>

For further support or clarification on any aspect of the R4R process, please speak with your Subject Administrator in the first instance. You can also seek independent advice from the NTSU Information and Advice Service here: <http://www.trentstudents.org/ias>

For additional support you can contact the University’s Student Support Services at [student.support@ntu.ac.uk](mailto:student.support@ntu.ac.uk) or 0115 848 6880. A wide range of services, including Health and Wellbeing support, is available to all students. See here for more details: <http://www4.ntu.ac.uk/student_services/health_wellbeing/index.html>

1. **Personal Details**

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| **NAME:** |  |
| **NTU STUDENT ID:** |  |
| **EMAIL ADDRESS:** |  |
| **SCHOOL:** |  |
| **LEVEL OF STUDY** (undergraduate or postgraduate): |  |
| **COURSE TITLE/CODE:** |  |
| **YEAR OF STUDY:** |  |
| **RESIDENCY STATUS** (home or overseas): |  |
| **ACADEMIC YEAR YOU ARE APPEALING** (the year you took the assessment or module you would like reconsidered) |  |

1. **Grounds for Submission**

On which grounds are you requesting a reconsideration? There are two permitted grounds on which you can make this application. Please select one or both if applicable.

Please note that dissatisfaction with your result in an assessment, module, or final award is not grounds for submitting an R4R because it constitutes disagreement with academic judgement.

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| **Ground A:** The student believes that there has been a material error or irregularity by the University in the assessment process |  |
| **Ground B:** One or more of the constituent parts which have made up a student’s final outcome are incorrect |  |
| **Ground C:** The student has additional material information which could not have previously been made available through the NEC policy or to the Board of Examiners |  |

1. **Reconsideration Details**

**Describe your circumstances**

Please describe the issues that have led to you making this submission.

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**Describe the outcome you are seeking**

Please outline the outcome you would like from this request. Please describe all relevant details that relate to this request.

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1. **Further Circumstances**

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| **Are your circumstances due to a disability or long term health condition which has occurred for 12 months or more?** | Yes | No |
| **When did your circumstances affect your studies?** | Start date  DD/MM/YYYY | End date  DD/MM/YYYY |
| **Is this an ongoing issue?** | Yes | No |

**Is there any more information that you have previously submitted to us, or which is missing, that you would like us to consider alongside this R4R?**

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**Your R4R must be submitted within the timescale set out in the regulations. Under the 2024-25 regulations you have 10 working days from the publication of your academic results to submit an application. If you have not met this deadline, please explain why.**

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1. **Assessments in the selected year of study**

Please list the assessments you would like included in this R4R.

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| **Module title** | **Assessment name**  (eg, coursework, exam, phase test etc. Not the title of an essay) | **Due date or exam date** | **Did you submit the work or complete the exam?** (yes or no) | **Any further details?** |
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1. **Supporting Documentation**

Please give a brief description of each document you are attaching with your application.

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| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |

(Continue on an additional sheet if necessary)

1. **Statements of Consent**

False Claims

The following statement is mandatory: Submission of false or fraudulent documentation is an offence which will be dealt with under the University’s Academic Irregularities and/or the Student Code of Behaviour regulations. The University reserves the right to check on the validity of the evidence and document(s) submitted by contacting third parties directly.

I confirm that the information I have provided in this application is true and accurate.

Confidentiality Statement

I agree to this information being made available to the following:

* The Request for Reconsideration Panel (RP);
* The Chair of the Board of Examiners or Progression Board
* Any such others that are necessary for the proper consideration of my application.

By submitting this application you confirm that all information is correct and all relevant documents have been attached.

I agree to the above.

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| **Signature:** |  |
| **Date:** |  |

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**FOR OFFICE USE ONLY**

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| --- | --- |
| **Date of Reconsideration Panel** |  |
| **Reconsideration Panel Decision** |  |
| **Date Student Notified** |  |

**Request for Reconsideration Application Receipt**

If the application is submitted in person, please detach this page for the student’s records.

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| --- | --- |
| **Date Application Received** |  |
| **Received by (Staff Member Name)** |  |
| **Signature of Staff Member** |  |