

# FINAL REVIEW



This form should be used by all students who wish to submit a request for a Final Review of a Formal Appeal. Before completing this form, please consult the Queen Mary [Appeal Policy](#).

**The deadline for submission of this form is 14 calendar days from the date of your Formal Appeal outcome letter.**

Requests for a Final Review received later than this will only be considered when there is a 'good reason' for the delay. If you are submitting the form after the deadline then you must include in your statement the reason/s why and provide documentary evidence for this. Please see the [Appeal Policy](#) for further information on what constitutes a 'good reason.'

**You must complete ALL sections of this form.**

## Personal details

<b>Name</b>	
<b>Student ID number</b>	
<b>Date of Formal Appeal outcome letter</b>	

## Grounds for a Final Review

The Final Review process will consider cases on one or both of the following grounds only. New issues or evidence will not be considered at this stage unless the student is able to demonstrate why this evidence was not made available with the request for a Formal Appeal. Please explain how you feel your case meets the appropriate ground(s):

<b>The appeal procedures were not followed appropriately.</b>
<b>The appeal outcome was not reasonable in the light of the available evidence.</b>

## Final Review statement

Please set out in a separate statement the main points of your request for a Final Review with direct reference to the grounds on which your request is based. Please be as concise as possible and only refer to relevant information. You should refer to the guidance when writing your statement. Make sure you include all information you wish to be considered. **If your request is being submitted outside of the 14-day deadline then you must also include the reason and evidence for why it is late.**

## Declaration

I confirm that the information given in this form and any additional documentation which I have provided is true, accurate and correct. I also confirm that I consent to having my personal data processed, by such academic and administrative staff as may be necessary, for the purpose of processing my Final Review. My personal data may include, amongst other information, any relevant medical details such as medical information which I have provided as evidence in support of my Final Review. I also consent to my personal data held by other Queen Mary departments, such as the Disability and Dyslexia Service being processed for the purposes of assessing my Final Review. For further information on personal data handling please see <https://www.qmul.ac.uk/privacy/>.

<b>Signed:</b>	
<b>Date:</b>	

Once completed, this form and all supporting documentation should be submitted electronically from your Queen Mary email account to [appeals@qmul.ac.uk](mailto:appeals@qmul.ac.uk). Please note that completed forms cannot be accepted from personal email accounts. If you cannot submit your Final Review in this way, please contact the Appeals, Complaints and Conduct Office on +44 (0) 207 882 3457 to discuss alternative methods of submission.