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**STUDENT CONDUCT**

**REQUEST FOR REVIEW FORM FORM**

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| **Please ensure that you have read and understood the Student Code of Conduct and the Student Conduct Procedure available at:** [**https://registry.southwales.ac.uk/student-regulations/student-conduct/**](https://registry.southwales.ac.uk/student-regulations/student-conduct/)**This form should be submitted to the Student Casework Unit via:** **studentcasework@southwales.ac.uk** **no later than 10 working days after a student conduct penalty has been issued.**  |

**YOUR DETAILS**

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| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |
| **Course:** |  |
| **Faculty:** |  |

**GROUNDS FOR REVIEW**

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| **Please tick the box(es) that describes your grounds for requesting a review:** |
| **Ground A** | That new evidence or extenuating circumstances have become known which you could not have reasonably made known at the time of the original meeting/hearing/investigation.  |[ ]
| **Ground B** | That there were irregularities in the conduct of proceedings of such a significant nature as to cause reasonable doubt as to whether the same decision would have been reached had they not occurred. |[ ]
| **For cases which resulted in a penalty of suspension or expulsion from University of South Wales only:** |
| **Ground C** | That the original penalty imposed was excessive against the guidelines. |[ ]

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| **Please provide outline your reasons for requesting a review of the penalty:** |
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| **Please detail what reasonable outcome or further action you are expecting:** |
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**EVIDENCE**

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| **Please list any additional evidence you have provided to support your grounds for requesting a review. Where new material evidence is submitted at this stage, please specify the reason(s) why this has not previously been provided.** |

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| **Evidence attached in support of your request for review** |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |
| *e.g. letter, e-mail, course materials, written statement* |  |

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| **Please specify the reason(s) why this evidence was not previously provided at the time of the original hearing//meeting/investigation:** |
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**SPECIFIC REQUIREMENTS – SUPPORT FOR STUDENTS WITH A DISABILITY**

The Student Casework Unit is committed to providing an inclusive service to all our students. We recognise that bringing forward a formal complaint may be a very stressful time. There are a number of ways in which the University can support you through its casework procedures. Please see <https://registry.southwales.ac.uk/student-regulations/> - Support for Students with Disabilities for more information.

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| **If you have a disability that you wish us to take into account, please indicate below.**  |
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We will contact our Disability Service and/or our Wellbeing Service to establish if you are registered with them. If you are not registered, then we may need to ask you for evidence of your disability.

**DECLARATION**

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| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.****I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].** |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: https://registry.southwales.ac.uk/student-regulations/student-conduct/ [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)