****

**ACADEMIC MISCONDUCT**

**REQUEST FOR REVIEW FORM FORM**

|  |
| --- |
| **Please ensure that you have read and understood the Academic Misconduct Regulations available at:**  **https://registry.southwales.ac.uk/student-regulations/academic-misconduct/**  **This form and evidence must be submitted to the Student Casework Unit via** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) **within 10 working days of receipt of the outcome letter from the Faculty or Academic Misconduct Panel. You must enclose a copy of the outcome letter from the meeting with the Academic Misconduct Officer or Academic Misconduct Panel.** |

**YOUR DETAILS**

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

**ASSESSMENT AFFECTED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please indicate which module(s) have been affected** | | | |
| **Module code** | **Module title** | **Module Tutor** | **Assessment type (e.g. coursework 1, in class test 2, examination)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REQUEST FOR REVIEW OF DECISION MADE BY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick the relevant box to indicate which decision you are requesting a review of:** | | | |
| Academic Misconduct Officer |  | Academic Misconduct Panel |  |

**GROUNDS FOR REVIEW**

**Please indicate the grounds for your request for review by ticking the appropriate box(es):**

|  |  |  |
| --- | --- | --- |
| **Ground A** | **You have evidence that the procedures were not conducted in line with the regulations and this could cause reasonable doubt as to whether the same decision would have been reached had the issues not occurred.** |  |
| Please indicate below why you feel that the procedures were not conducted in line with the regulations and this could cause reasonable doubt as to whether the same decision would have been reached had the issues not occurred. Please note that failure to provide sufficient details and supporting evidence will result in a delay in the processing of and possible rejection of your request for review. | | |
|  | | |
| **Ground B** | **There has been an administrative error (for example, the notification of the penalty was not in line with the decision reached at the meeting or was recorded incorrectly on the student’s record).** |  |
| Please outline below the administrative error you believe has taken place. | | |
|  | | |
| **Ground C** | **That the original penalty imposed was excessive**  **(only to be used if penalty f i) or f ii) were imposed).** |  |
| Please outline below why you believe that the penalty imposed was excessive. | | |
|  | | |

**EVIDENCE**

|  |
| --- |
| **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.** |

|  |  |
| --- | --- |
| **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* |  |

|  |
| --- |
| **Please specify the reason(s) why this evidence was not previously provided at the meeting with the Academic Misconduct Officer or Academic Misconduct Panel (if applicable).** |
|  |

**SPECIFIC REQUIREMENTS**

|  |
| --- |
| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size or if you have mobility difficulties that will require interviews to be held in a wheelchair accessible area.* |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **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/ [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)