**Request for Review – Academic Misconduct**

This form must be used to submit a Request for a Review, **after** you have received the notification of proven academic misconduct penalty (or the outcome of Academic Misconduct Penalty Hearing if expulsion was initially recommended). Please complete the form in full and submit to [conduct@bucks.ac.uk](mailto:conduct@bucks.ac.uk) **within 10 working days of receiving notification of the proven academic misconduct penalty or Academic Misconduct Penalty Hearing**. All evidence to support your request should be included with the form. By submitting your request you are agreeing to any information and evidence you submit being shared as is necessary to process your Request for Review.

Note – please be aware that a Request for Review does not constitute a new investigation. The review stage will **not** consider the case afresh or involve a further investigation and will **not** consider any new issues raised by the student. If accepted, a review of the original investigation will be undertaken to ensure the correct procedures have been followed.

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | | |
| **First name:** |  | | |
| **Student ID:** |  | | |
| **Email address:** |  | | |
| **Contact Telephone:** |  | | |
| **Are you registered with the University’s Disability Service?** | | **Yes** | **No** |

# Other Information

|  |  |  |
| --- | --- | --- |
| **Date:** |  | |
| **Course name/Year of study:** |  | |
| **Have you attached a copy 0f the notification of proven academic misconduct penalty or Academic Misconduct Penalty Hearing notification?** | **Yes** | **No** |
| P*lease note, if No, the investigation may be delayed while the appropriate evidence is gathered*. | |

# Grounds for a Request for Review (see over)

* the procedures during the formal stage were not followed properly (procedural irregularity)

|  |  |  |  |
| --- | --- | --- | --- |
| Ground(s) | | Student Statement | Evidence to support grounds |
|  | The procedures during the formal stage were not followed properly (procedural irregularity) |  |  |

# Additional Guidance for Students

## Advice and support

You are strongly recommended to contact the **Students’ Union Advice Centre**, as they will be able to support and advise you in making a request for review. You can contact them at either the High Wycombe or Uxbridge Campus offices. For more information about services and opening times, visit their [webpages](http://www.bucksstudentunion.org/support/advice), email [SUAdvice@bucks.ac.uk](mailto:SUAdvice@bucks.ac.uk) or call 01494 603016.

## What happens next?

* A Request for Review will be allocated to an appropriate member of staff who has not been involved at any previous stage.
* Where a Review identifies issues with the outcome of the case, the Review will be **upheld** and the matter will be **referred back** to the decision making stage for reconsideration. This decision will be communicated to the student in writing along with an explanation of the next steps in the process and the likely timeframe.
* Where a Request for Review is **not accepted** (because it did not meet the grounds of procedural irregularity) or is accepted and subsequently **not upheld**, this decision will be communicated to the student in writing outlining the reasons for the decision.