#

# Request for a review of a decision relating to academic misconduct

Before completing this form, please refer to the [Academic misconduct webpage](https://www.bath.ac.uk/guides/academic-misconduct/) and read [QA53](https://www.bath.ac.uk/publications/qa53-examination-and-assessment-offences/attachments/qa53-examination-and-assessment-offences.pdf).

***This review process is solely for requesting a review of a decision specifically about a breach of academic integrity, i.e., the finding of academic misconduct (also known as an assessment offence) and/or the penalty applied as a result of this. If you wish to make an academic appeal related to your confirmed unit outcome, progression or award decision, read the guidance*** [***here***](https://www.bath.ac.uk/guides/appealing-against-an-academic-decision/)***.***

## Advice and assistance

You may wish to consult with someone, e.g., the Students’ Union Advice & Support Centre/the SU representative of your partner organisation, or a family member or friend, before submitting this form:

* Independent advice is available from the [SU Advice & Support Centre](https://www.thesubath.com/advice/academic/), via suadvice@bath.ac.uk.
* In addition to the SU, advice for doctoral students is also available from the [Independent Adviser for Postgraduate Research Students](https://www.bath.ac.uk/campaigns/the-independent-advisor-service-for-postgraduate-research-students/).
* If you are a student on a licensed programme with the Learning Partnerships Office, you should seek advice from your institutions’ Students’ Union/Student Services.

## Instructions

* Complete all sections of this form, including signature (written or typed) and date. It is very important that you provide all the requested information and provide any relevant evidence available to you.
* The form and any evidence must be submitted no later than 14 calendar days after you receive written confirmation of the decision (and penalty applied).
* You are strongly encouraged to provide evidence to support the grounds for the case you wish to make for review. This is necessary if you are requesting a review on the basis that fresh evidence can be presented which was not or could not reasonably have been made available to the investigation. Please note that you will not be asked for further information or clarification as part of the review. You therefore must include anything you wish to be considered in your request.
* **Please make sure you are clear on who your form should be sent to, the recipient of the request depends on the severity of your case:**
1. If you are **a student on a taught programme** and requesting the review of a decision related to a **minor or moderate case**, please email the form to the appropriate Faculty/School email listed, [here](https://www.bath.ac.uk/guides/academic-misconduct/#how-do-i-request-a-review-of-a-decision-about-an-assessment-offence).
2. If you are a **research student** and requesting the review of a decision related to assessed work in connection with your registration or transfer to a PhD, please email the form to the Director of Academic Registry
3. If you are requesting the review of a decision taken by a Board of Inquiry, please email the form to the Director of Academic Registry

*Timescales set out in QA53 will apply to consideration of your review request.* [*The flowchart ‘what happens if I am suspected of a breach of academic integrity’*](https://www.bath.ac.uk/publications/academic-misconduct-process-summary-flowchart/) *illustrates the process.*

*Any personal information which is received in the course of dealing with your request will be treated as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of University staff, only for the purpose of investigating and determining the outcome of your review request.*

# Your Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | Click here to enter text. | **Student number:** | Click here to enter text. |
| **First Name:** | Click here to enter text. | **Surname or Family Name:** | Click here to enter text. |
| **Contact number:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Department or School:** | Click here to enter text. |
| **Programme of Study:** | Click here to enter text. |
| **Year of Programme:** | Click here to enter text. |

# The request

|  |
| --- |
| Which misconduct decision(s) are you requesting to be reviewed? Please list in the box below all relevant specific unit(s)/assessment(s).*Please use the outcome letter you received which confirmed the decision on your case to help inform this section. It is possible to request a review of more than one decision, please specify all applicable assessment items and units below.* |
| *For example: Unit HL10525 - mark reduced to the pass mark for coursework assignment*Click here to enter text. |

# The grounds for your request

|  |
| --- |
| I wish to request a review of the decision taken in relation to my breach of academic integrity. On the basis: |
| [ ]  | That the proceedings of the investigation were not carried out in accordance with procedures |
| [ ]  | That fresh evidence can be presented which was not or could not reasonably have been made available to the investigation |
| [ ]  | That the finding of the investigation was against the weight of the evidence.  |
| *Indicate the grounds that apply by selecting the boxes above* |

# 4. The details of your request

|  |
| --- |
| Set out below the main point(s) of your case, making direct reference to the grounds you indicated in section 2 of this form. You can continue on a separate sheet if necessary.Please include any supporting evidence available to you in order to clearly make your case, linking it to the grounds on which you are making your appeal. The [SU Advice & Support Centre](https://www.thesubath.com/advice/academic/) is available to offer advice to help you to prepare your statementStatement:Click here to enter text.EvidencePlease list below any evidence you have submitted with your request:Click here to enter text. |

|  |  |
| --- | --- |
| **Signature or typed name:** | Click here to enter text. |
| **Date:** | Click here to enter text. |