**CONFIDENTIAL**

**UNIVERSITY OF SALFORD**

**STUDENT MISCONDUCT/ACADEMIC MISCONDUCT**

**REQUEST FOR REVIEW (APPEAL)**

This form is to be completed for all Requests for Review (appeals) to be dealt with under the University Academic Misconduct Procedure and Student Misconduct Procedure and should be sent via your University email account to the Quality Management Office [studentconduct@salford.ac.uk](mailto:studentconduct@salford.ac.uk).

Students' Union Advice Centre offers support on matters including Student Facing Procedures, information on which can be found here: <https://www.salfordstudents.com/advice/centre>.

The Student Misconduct Procedure and Academic Misconduct Procedure are available from: <https://www.salford.ac.uk/governance-and-management/student-facing-policies-and-procedures>.

FAQs from the askUS webpage <https://www.salford.ac.uk/askus/topics/admin-essentials/student-and-academic-policies-and-procedures>.

# **DETAILS OF REQUEST FOR REVIEW – TO BE COMPLETED BY STUDENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Student Number: | @ |
| Programme: |  | | Level of Study: |  |
| School/Partner College: |  | | Year of Study: |  |
| Date of Hearing: |  | Date of Outcome Letter/Email: |  | |
| University Email: |  | | | |
| Telephone Number: |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate the type of hearing you are submitting your Request for Review about: | | | |
| Student Misconduct Panel |  | School Academic Misconduct Hearing |  |
| Please indicate the decision/sanction you are requesting a review of?  *For example, this might be that academic misconduct occurred or a sanction such as expulsion, suspension, capping of module marks etc. (See the outcome communication/minutes/Record of Consideration for details of the formal decision.)* | | | |
|  | | | |
| A request for review can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your Review by ticking the appropriate box**.** | | | |
| 1. that new and relevant evidence is available which, for good and reasonable cause, was not available to the Dean’s nominee or Hearing Panel (as the case may be) at the earlier stage of this procedure. (Exceptional circumstances are needed to explain why any evidence could not have been made available); | | |  |
| 1. that there was a relevant and significant defect, error or mistake in the conduct of the earlier stage of this Procedure which casts reasonable doubt on the decision reached by the Dean’s nominee or Panel hearing (as the case may be) in that the decision might have been different if the defect, error or mistake had not occurred. | | |  |
| 1. that the decision reached at the earlier stage of this Procedure is manifestly unreasonable. In this context, unreasonable will be taken to mean perverse, i.e., the decision was not one that a similar process might have reached. | | |  |
| In relation to the ground(s) you have indicated above (A, B or C), you must explain for each relevant ground why you are dissatisfied with the decision or SANCTION at the previous stage of the Procedure. | | | |
| **Ground A**  Please list the evidence you intend to use, explain why this was not available at an earlier stage of the procedure and its relevance to your Request (attach any relevant information). | | | |
|  | | | |
| **Ground B**  Please explain why you believe that there was an ‘irregularity’ in how your case has been considered at a previous stage of the process and how you believe this has affected the outcome (attach any relevant information). | | | |
|  | | | |
| **Ground C**  Please explain why you believe the outcome reached at an earlier stage was ‘manifestly unreasonable’ and the evidence you wish to use to support this (attach any relevant information). | | | |
|  | | | |

|  |
| --- |
| Please list any information or evidence you have appended in support of your Request for Review: |
|  |
| Should you require further time to acquire additional documentary evidence you can make a request here. To do this you must state:   * the precise nature of the documentation to follow, * the grounds for review it relates to, * the reason that it is not currently available, * the date by which you will be able to submit the document. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** I declare that the information given in this form is accurate and that I have read and understood the relevant Procedures. | | | |
| Name: |  | Date: |  |

## submit via UoS e-mail account to: [Studentconduct@salford.ac.uk](mailto:Studentconduct@salford.ac.uk).

## Revised May 2023

* The University offers a Wellbeing service as well as other student support services through AskUS <http://www.askus.salford.ac.uk/>.
* General Peer support is available via the Students’ Union Rafiki service <https://www.salfordstudents.com/rafiki>.
* Information on how your personal data will be processed if a case is considered through this procedure is available on line <https://www.salford.ac.uk/sites/default/files/2021-04/Data%20Protection%20Guidance.pdf>.