**Academic Misconduct Request a Review Form**

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| **Before completing this form:**Please read the [supplementary notes](#_Student_supplementary_notes_1) on page 4. Students are advised to access and familiarise themselves with [Section 15 of the Archive (Academic Regulations)](https://student.londonmet.ac.uk/media/london-metropolitan-university/london-met-documents/professional-service-departments/academic-registry/academic-regulations/2020x2f21/Academic-Regulations-2020-21.pdf).We strongly recommend that students submitting an Academic Misconduct Request for Review contact the [Students’ Union](https://www.londonmetsu.org.uk/) Advice Service and get independent advice as soon possible. To get in touch please email theadviceservice.su@londonmet.ac.uk Please keep a copy of this form and any evidence submitted for your records. |

This form should be received by email to the Student Casework Office at casework@londonmet.ac.uk or in person at your [School Office](https://student.londonmet.ac.uk/school-offices/) within **10 working days** after the notification of the decision that is being requested for review.

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| **Part A - Student Details** |
| **1** | Surname/Family Name:  |  | Student ID:  |
| Forename/First Name: |  |  |
| School: |
| Art Architecture and Design [ ] Computing and Digital Media [ ] Guildhall School of Business and Law [ ]  | Human Sciences [ ] Social Sciences and Professions [ ]  |
| Email Address |
| **2** | **Disability** |
| Do you have a disability?  | Yes [ ]  No [ ]   |
| Will you require support or adjustments at any stage during the request for review process? | Yes [ ]  No [ ]  |
| If yes, please provide details of your requirements here – **you do not have to disclose the nature of your disability**  |
| **Part B – Grounds for Requesting a Review**   |
| **3** | Please indicate the ground(s) which you are requesting a review. |
| **a** | You were unable to respond to the allegation within the timeframes provided in the Regulations for valid reasons beyond your control. Yes [ ]  |
| **b** | There was a material procedural defect, other than one for which you are responsible, resulting in substantial unfairness to you. Yes [ ]  |
| **c** | The evidence of alleged academic misconduct was insufficient to substantiate the allegation. Yes [ ]  |
| **d** | You have new evidence that you could not reasonably have provided during the investigation which would probably have had a material influence on the outcome. Yes [ ]   |
| **e** | The sanction or penalty is manifestly disproportionate to the misconduct that was found. Yes [ ]    |
| **4** | Please explain the grounds you are requesting a review and why the grounds for review apply (please refer to the supplementary notes below).   |
| Please continue on separate sheet if necessary.  |
| **4b** | Are there any reasons why you think it would be fairer to consider this review at a hearing rather than on the basis of a written request for review?Yes [ ]  No [ ]  |
| If yes, please provide further details below. Continue on a separate sheet if necessary.  |
| **4c** | Did you submit this form within 10 working days after the notification of the decision that is being requested to be reviewed? Yes [ ]  No [ ]  |
| **5** | Please list **and** attach any evidence you have provided to support your request for review: |
| **6** | Student Signature: | Date: |

Please read the following statements and sign or type your full name to indicate your agreement.

* I have read and understood the Academic Misconduct Regulations.
* I have provided **all** the evidence that I wish to rely on in this request for review.
* All the information provided on this form as well as any additional documentary evidence I have provided is an accurate and true reflection of the situation that led to the request for review outlined above.
* I consent to the University sharing the information on this form (and accompanying evidence) with such members of the University and external bodies as may be relevant for the request for review.

I am aware that, regardless of the outcome of this request for review, this paperwork will be retained by the University in accordance with the University’s Records Retention Schedule.

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| **Student supplementary notes for completing this form:** |

The request for review form can be submitted in person to your [School Office](https://student.londonmet.ac.uk/school-offices/), by email to the Student Casework Office at casework@londonmet.ac.uk, or if by post to: The Student Casework Office, T2-20 Tower Building, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB, to **arrive by the deadline stated on Page 1.** The University does not accept responsibility for the receipt or late delivery of requests submitted by post.

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| **Part A – Student Details** |

**1 Student Details**

Please complete your details in full. All correspondence will normally be sent to your University email address unless you no longer have access to your University account.

**2** **Students with Disabilities**

Section 2 asks you to inform us if you have a disability. By ‘disability’ we mean: Specific Learning Difficulties (SpLDs) such as Dyslexia or Dyspraxia, physical or sensory disabilities and long-term medical conditions, including mental health difficulties.

You do not need to disclose your disability, but it will help us to support or make reasonable adjustments to the request a review process if you tell us what support you usually need. By sharing this information, we may, contact the [University Disabilities and Dyslexia Service](https://student.londonmet.ac.uk/life-at-london-met/wellbeing-at-london-met/disabilities-and-dyslexia-service-dds/) to discuss your requirements.

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| **Part B – Grounds of Review** |

Please clearly indicate the ground(s) that you are requesting a review. A request for review can only be made on the following grounds:

**3a** **You were unable to respond to the allegation within the timeframe provided in these Regulations for valid reason beyond your control.**

Please explain the reasons that you were unable to respond to the allegation within the timeframes. You will need to provide evidence to demonstrate that this was beyond your control.

**3b There was a material procedural defect, other than one for which you are responsible** **resulting in substantial unfairness to you.**

Please explain what the material procedural defect or error was and why it has affected the decision. This can for example include where the University did not act in accordance with the relevant Regulations and/or Procedures, a material procedural defect in the investigation, or displays of bias or prejudice. You are expected to clearly state your reasons and provide evidence of any material procedural defect or error. Disagreeing with a penalty is not, without justification, evidence that the outcome was unfair.

**3c The evidence of alleged misconduct was insufficient to substantiate the allegation.**

Please explain why the original evidence of academic misconduct was insufficient to substantiate the allegation.

**3d You have new evidence that could not reasonably have been provided during the investigation which would probably have a material influence on the outcome.**

Please explain what the new evidence is and why it was not available at the time. Please also explain what material difference the evidence would have made to influence the original outcome. Other than this, no new evidence shall be considered.

**3e The sanction or penalty is manifestly disproportionate to the misconduct that was found.**

Please explain why you consider the penalty imposed is disproportionate. You may wish to explain how the penalty has or will affect your studies, or how the penalty does not fit the academic misconduct found. Disagreeing with a penalty does not evidence how the penalty is disproportionate.

**4 Please explain the grounds you are submitting a request for review and why the grounds for review apply**

Please use this section to clearly state the grounds for your review. It is important that your statement is clear and concise as your review (if valid and in accordance with the Regulations) will be considered on the basis of your written statement and new evidence (where relevant). You are only required to provide details in the supporting statement that are relevant to you and the grounds you are requesting a review.

**4b Are there any reasons why you think that it would be fairer to consider this review at a hearing rather than on the basis of a written representations?**

Reviews are usually considered on the basis of written review papers unless it would assist the deliberations or is otherwise in the interest of fairness to convene a hearing. Please use this section to provide any reasons why you think that it would be fairer to consider the review at a hearing.

**4c Did you submit this form within 10 working days after the notification of the decision that is being reviewed?**

Your request for review may be dismissed if it is received late and there is no reasonable explanation as to why it could not be submitted in time.

**5 Evidence supplied to support your request for review**

Please list the evidence provided to support the request. Evidence that could be provided earlier within the procedure for example at the time the academic misconduct was considered by a panel will be rejected unless there is good reason and independent evidence to support details provided in your statement for any period of delay.

Examples of the evidence that can be provided include but are not limited to, relevant correspondence, course or service documentation, expert professional letters or medical reports.