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PROCEDURE FOR REQUESTS FOR REVIEW

General principles

1. You have the right to request a review against any sanction that has been imposed under the Non-academic Misconduct Regulations and associated Procedures.
2. The request for review must be submitted on the appropriate form to Student Casework within 10 working days after notification of the outcome.

Grounds for review

3. A review can be requested under the following grounds:
 - a) That new evidence or extenuating circumstances have become known which the Responding Student could not have reasonably made known at the time of the original meeting/hearing/investigation. *(NB Sensitive personal, family or cultural reasons will not be accepted as good reason.)*
 - b) That there were irregularities in the conduct of proceedings of such a significant nature as to cause reasonable doubt as to whether the same decision would have been reached had they not occurred.
 - c) That the findings and recommendations were disproportionate, given the circumstances of the case.
4. It is your responsibility to provide evidence to show that one or more of the grounds stated in 3 above, applies.

Consideration of the request for review

5. The University Secretary (or nominee) will consider your request for review and may dismiss it without a hearing in the following circumstances:
 - a) The request for review was not submitted within the specified timescale.
 - b) No identifiable grounds for review were presented.
 - c) The grounds for review were deemed to be vexatious or frivolous.
6. If the University Secretary (or nominee) considers that there are no grounds for review, you will be issued with a University Completion of Procedures Letter, which will enable you to take your case to the Office of the Independent Adjudicator for Higher Education, should you remain dissatisfied with the outcome.

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7. If the University Secretary (or nominee) considers that there are grounds for review, your case will be referred to a Review Panel.
8. The decision of the University Secretary (or nominee) will be communicated to you within five working days of receipt of your request for review and all supporting evidence.
9. If you are an apprentice/Operational Policing student, the Dean of Faculty (or nominee) will inform your employer.

Review Panel

10. The Review Panel hearing will be convened within 20 working days of referral of your case. This timescale may be extended in agreement with you or, in exceptional circumstances, by the University.
11. The Review Panel will be constituted as follows:
 - Vice-Chancellor (or nominee);
 - a member of senior management.

In the case of a difference of opinion between the two members of a panel, the Vice-Chancellor (or nominee) will have the casting vote.

The hearing will be serviced by a Secretary, who is not a member but will be present throughout the proceedings. The Secretary will be the Head of Student Casework (or nominee).

The members of the Review Panel will have had no previous involvement with your case or association with you.

If you are an apprentice/Operational Policing student, an employer representative will also be invited to attend as an observer.

12. The Review Panel may decide that:
 - a) The outcome of the Committee should be upheld.
 - b) The outcome of the Committee should not be upheld and that:
 - i. The Committee made procedural errors and/or errors of judgement and a new Committee should be convened to hear the case afresh. In this case the Review Panel will determine whether the whole case, or just elements of the case, should be reconsidered.
 - ii. The outcome of the Committee was disproportionate given the circumstances of the case and a more proportionate outcome should be substituted.
13. The decision of the Panel will be final and will be notified to you within a period of five working days following the meeting by e-mail to your University and personal email accounts. Additionally, notification may be sent by the most appropriate postal route to your last recorded address. This will be deemed to be sufficient and complete discharge of the University's duty to inform you.

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14. If you are an apprentice/Operational Policing student, the Dean of Faculty (or nominee) will inform your employer.
15. If the review is successful, the University will ensure as far as possible that you have not been disadvantaged by any disciplinary action or suspension.

Related Regulations and Procedures

Non-academic Misconduct Regulations

Procedure for Disciplinary Investigations

Procedure for Requests for Review

Procedure for the Consideration of Legal Representation

Risk Assessment Procedure

Guidelines for Application of Sanctions

Extenuating Circumstances Regulations and Procedure

Support to Study Regulations and Procedure