**Academic Misconduct Allegation - Student Response Form**

***What is the purpose of this form*?** This form allows you to provide a response to the concerns raised about a potential breach of academic regulations during an exam or in a piece of coursework assessment. Your response will be considered as part of the evidence of the case and will inform the decision taken by the investigator on whether to pursue, dismiss or uphold the case.

***How much time do I have to complete the form*?** Please ensure you submit your form and any accompanying evidence, within two weeks of receiving this request for a response.

***What support is available for me*?** Student Advisors at the Students' Union are available to help students understand the content of academic misconduct allegation forms and to assist with their written responses. Please contact them by email: [ubu-advice@bradford.ac.uk](mailto:ubu-advice@bradford.ac.uk) or phone: 01274 233300.

***Where can I find more information*?** For more information, please see [Academic Misconduct Information for](https://unibradfordac.sharepoint.com/sites/appeals-misconduct-and-complaints-intranet/SitePages/Information-for-students.aspx) Students.

# Student and assessment details (student to complete)

|  |  |
| --- | --- |
| **Student Name:** |  |
| **UB Number:** |  |
| **Student Email Address:** |  |
| **Home Faculty:** |  |
| **Module Title:** |  |
| **Module Code:** |  |
| **Have you completed the Academic Integrity Induction;** the course delivered by the library, either within a module or as a stand-alone course? |  |

# Student response to the suspected breach of academic integrity

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| **Do you accept or disagree with the allegation which has been made against you and why?** |
| *Please confirm whether you accept the allegation or not, providing an explanation for your response. Your explanation should focus on the specific details of the case and relevant evidence, not your personal circumstances, (see next section).* |
| *YES / NO* |
| **If you accept the allegation that has been made against you and wish any extenuating circumstances to be taken into consideration when a penalty is applied, please note these here.** |
| *The University takes the view that extenuating circumstances do not excuse or explain academic misconduct. We expect students to make use of the Extenuating Circumstances (ECs) procedure if they are having difficulties, rather than submitting an assessment that does not meet academic integrity standards. However, when a student has accepted an allegation of misconduct, we may consider a student’s personal situation when deciding on what penalty to apply to the offence.*  *Students who apply for ECs through the official process are required to supply appropriate evidence. If you do share information about ECs here, please provide evidence if you have it. You might be asked to provide evidence later.* |
|  |

# Supporting evidence

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| **List any evidence you are providing that support your response.** |
| *Provide any evidence to support either the facts of your case or in relation to any extenuating circumstances that you wish to be taken into consideration.* |
| Documents attached: |

# Student declaration

|  |  |
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| **I confirm that the details I have provided in this form are correct to the best of my knowledge.** | |
| **Name:** |  |
| **Date:** |  |

# Sending the form

***Please follow the instructions below carefully***

*If this form was sent to you by the* ***Student Casework Team*** *along with the allegation letter only then you will need to send the completed form, together with any evidence back to them at:* [*complaintsandappeals@bradford.ac.uk*](mailto:complaintsandappeals@bradford.ac.uk)

*However, if the allegation letter was sent to you by your own faculty with this form then you will need to return the completed form back to your faculty. Do not copy in other faculties or the Student Casework Team.*

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| Faculty of Management, Law and Social Sciences | [fomlss-complaintsandappeals@bradford.ac.uk](mailto:fomlss-complaintsandappeals@bradford.ac.uk) |
| Faculty of Life Sciences | [folscomplaintsandappeals@bradford.ac.uk](mailto:folscomplaintsandappeals@bradford.ac.uk) |
| Faculty of Health Studies | [FHS-BusinessSupport@bradford.ac.uk](mailto:FHS-BusinessSupport@bradford.ac.uk) |
| Faculty of Engineering and Informatics | [y.western@bradford.ac.uk](mailto:y.western@bradford.ac.uk) |

*If you have any questions about this form or the Academic Misconduct process, please contact the Student Casework Team by email:* *[complaintsandappeals@bradford.ac.uk](mailto:complaintsandappeals@bradford.ac.uk) or phone: 01274 235108*