



UHE UK Academic Integrity Student Document Pack

Student-facing letters for Roehampton- and Bradford-validated provision

Document owner	Academic Services Team
Approval authority	UHE(UK) Academic Board
Academic year	2026/27
Review date	September 2027

How to use this pack

Each letter must identify the student's validating university, programme and cohort, assessment and attempt, the applicable route, the evidence, the decision-maker, whether an outcome is final or only a recommendation, and the correct appeal or review route. The University of Roehampton and University of Bradford rules must not be mixed.

Documents in this pack

- Stage 1: Academic Concern Meeting invitation
- Stage 2: Formal allegation notice
- Stage 2: Investigation outcome or recommendation
- Stage 3: Academic Integrity Panel invitation
- Stage 3: Panel outcome or recommendation
- Appeal or review acknowledgement
- Appeal or review outcome



Stage 1: Invitation to an Academic Concern Meeting

Dear <Student Name>

We have identified a concern about the work below. You are invited to an Academic Concern Meeting so that we can understand how you completed the work and decide whether any further action is needed.

Case details

Validating university: ☐ University of Roehampton ☐ University of Bradford

Programme and cohort: _____

Module, assessment and attempt: _____

Meeting date, time and location/link: _____

Staff member: _____

What this meeting means

This is an early, educational meeting. It is not a formal misconduct hearing and no formal misconduct finding or penalty can be made at this stage. We will explain the concern, ask how you prepared the work and give you an opportunity to show drafts, notes, sources, version history or other evidence of authorship. Information from the meeting may be used if the case later moves to a formal investigation.

What you need to do

Please confirm whether you can attend. If you cannot attend, contact us promptly and suggest alternative dates. Tell us if you need a reasonable adjustment or communication support. You may contact the Student Support Team for advice.

Possible next steps

The concern may be closed; it may be treated as poor academic practice with feedback and support; or, if there is sufficient evidence of possible misconduct, it may move to Stage 2. We will write to you after the meeting.

<Sign off>



Stage 2: Formal Academic Integrity Allegation Notice

Dear <Student Name>

A formal academic integrity concern has been raised about the assessment below. No decision has been made. This letter explains the allegation, the evidence, your rights and what you need to do next.

Your route and case details

Validating university: ☐ University of Roehampton ☐ University of Bradford

Programme and cohort regulation: _____

Module, assessment and attempt: _____

Investigator: _____

Allegation and applicable validator category: <insert clear details>

Evidence supplied

- ☐ Submitted assessment and assessment brief
- ☐ Similarity or other detection report (an indicator, not proof by itself)
- ☐ Marker statement / source material / examination record
- ☐ Other evidence: _____

What you need to do

You normally have at least 7 calendar days to respond. Your exact deadline is: _____. You may accept, partly accept or contest the allegation. Explain your account clearly and attach relevant evidence, such as drafts, notes, sources, version history, metadata, research records or evidence of permitted collaboration or AI use.

You may ask for a meeting, and the investigator may invite you to one. You may normally be accompanied by a current UHE(UK) student, a member of the Student Support Team or another person allowed by your validating university. Tell us promptly if you need a reasonable adjustment or more time for an evidenced reason.

What happens next

The investigator will consider your response and all relevant evidence. They cannot rely on material that has not been shared with you. Possible outcomes are: not proven; poor academic practice; a finding within delegated authority; or referral to an Academic Integrity Panel or the competent Roehampton or Bradford body. Where the final finding or academic consequence is reserved to your validator, any UHE(UK) conclusion is a recommendation only.

Your mark remains provisional and may be withheld while the case is considered. This does not mean the allegation has been proven.

<Sign off>



Stage 2: Investigation Outcome / Recommendation

Dear <Student Name>

The Stage 2 investigation concerning <module, assessment and attempt> has concluded. This letter states what has been decided, what remains to be decided and what you need to do next.

Route and decision status

Validating university: ☐ University of Roehampton ☐ University of Bradford

Outcome: ☐ Not proven ☐ Poor academic practice ☐ Misconduct finding within delegated authority

☐ Referral to Academic Integrity Panel ☐ Recommendation to validating-university body

Decision-maker and authority: _____

Is this final? ☐ Yes ☐ No - recommendation / Board action is still required

Reasons and evidence considered

<Explain the allegation, student response, evidence relied on, findings of fact, balance-of-probabilities conclusion and applicable validator rule.>

What happens next

<State any support, panel referral or precise recommended/authorised consequence. Explain the effect on the assessment and attempt, whether the mark remains provisional, which Board or body must act, and when the student will receive a final decision.>

Appeal or review

If this is only a referral or recommendation, there is normally no appeal until the authorised final decision is issued. If this is a final appealable decision, the exact route, form, recipient and deadline are: _____.

ROEHAMPTON ROUTE: where the academic appeal route applies, the normal deadline is 10 working days from formal notice. BRADFORD ROUTE: where Regulation 6 applies, a formal appeal is normally due within 3 weeks of the ratified decision and a review request within 2 weeks of the formal-stage outcome. Always follow the deadline in this letter.

<Sign off>



Stage 3: Invitation to an Academic Integrity Panel

Dear <Student Name>

Your case has been referred to an Academic Integrity Panel because it is serious, complex, repeated, disputed or otherwise requires panel consideration. No final decision has been made.

Case and hearing details

Validating university: ☐ University of Roehampton ☐ University of Bradford

Programme, cohort, module, assessment and attempt: _____

Panel date, time and location/link: _____

Chair and panel members: _____

Possible outcomes and competent final authority: _____

Documents supplied

- ☐ Allegation notice and investigation report
- ☐ Your response and evidence
- ☐ Assessment, brief and relevant source/detection material
- ☐ Other evidence and applicable validator rule

Your rights and what you need to do

You must normally receive the full papers at least 7 calendar days before the hearing, or longer if your validator requires it. By <deadline>, confirm whether you will attend, name your supporter, identify witnesses, submit any written statement or further evidence, and tell us about reasonable adjustments.

You may attend in person or online, ask and answer questions through the Chair, and be accompanied by an eligible supporter. The panel may proceed without you if proper notice was given and you do not provide an adequate reason for absence.

After the hearing, you will receive a written outcome with reasons. If the panel lacks final authority, its outcome will be clearly described as a recommendation to the correct Roehampton or Bradford body.

<Sign off>



Stage 3: Academic Integrity Panel Outcome / Recommendation

Dear <Student Name>

The Academic Integrity Panel met on <date> to consider the allegation concerning <module, assessment and attempt>.

Route and panel finding

Validating university: ☐ University of Roehampton ☐ University of Bradford

Finding: ☐ Not proven ☐ Misconduct proven ☐ Serious/gross misconduct proven under the applicable validator category

Status: ☐ Final within delegated authority ☐ Recommendation only - further authorisation is required

Reasons and evidence

<Set out the evidence considered, student response, findings of fact, balance-of-probabilities conclusion and applicable validator rule.>

Academic consequence / recommendation and Board action

<State the precise authorised consequence or recommendation, its effect on the mark, credit, attempt and reassessment, and the competent body. Roehampton: relevant Module Assessment Board and/or Awards and Progression Board. Bradford: Continuation and Award Board and any related authorised body. The mark remains provisional until required Board action is complete.>

Appeal or review

Your exact route, permitted grounds, form, recipient and deadline are:

_____.
ROEHAMPTON ROUTE: normally 10 working days from formal notice where the academic appeal route applies. BRADFORD ROUTE: normally within 3 weeks of the ratified decision where Regulation 6 applies, with a review normally within 2 weeks of the formal-stage outcome. The original decision normally remains in effect during an appeal unless the competent authority authorises a temporary arrangement.

After the internal process is complete, an eligible student may complain to the Office of the Independent Adjudicator, normally within 12 months of the Completion of Procedures Letter.

<Sign off>



Appeal / Review Acknowledgement and Meeting Invitation

Dear <Student Name>

We have received your appeal or review request concerning the academic integrity decision dated <date>. Acceptance for consideration does not mean the appeal has been upheld.

Route and arrangements

Validating university and route: ☐ Roehampton appeal route ☐ Bradford Regulation 6 / misconduct review route

Appeal/review body or case officer: _____

Meeting date, time and location/link, if required: _____

What you need to do

By <deadline>, provide any requested clarification or evidence and confirm whether you will attend. Your submission must rely on the permitted grounds for your validator route. You may normally bring an eligible supporter and request reasonable adjustments.

The original decision remains in effect unless the competent authority confirms a temporary arrangement in writing. You will receive a written outcome explaining the decision, reasons, any reconsideration or Board action, and whether a Completion of Procedures Letter will be issued.

<Sign off>



Appeal / Review Outcome

Dear <Student Name>

Your appeal or review concerning the academic integrity decision dated <date> has now been determined by <authorised body/officer>.

Outcome and route

Validating university: ☐ University of Roehampton ☐ University of Bradford

Outcome: ☐ Upheld ☐ Partially upheld ☐ Not upheld ☐ Referred back for reconsideration

Decision authority and whether further Board action is required: _____

Reasons

<Explain the grounds considered, evidence reviewed and reasons for the outcome.>

What happens next

<State any substituted decision, rehearing, reconsideration, record amendment, assessment/attempt effect, Board action and implementation date. Confirm whether the original decision remains in force and whether a Completion of Procedures Letter is enclosed.>

When the relevant internal process is complete, an eligible student may complain to the Office of the Independent Adjudicator. The usual deadline is 12 months from the date of the Completion of Procedures Letter.

<Sign off>