# **Form for use in the submission of an appeal against a**

# **Student Disciplinary Panel/IO Decision**

1. **PERSONAL DETAILS**

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| --- | --- |
| **Full Name** |  |
| **Student ID No.** |  |
| **University email Address** |  |
| **Programme of Study** |  |
| **Year of Study** |  |

1. **COMPLETING THIS FORM**

This form should be used by students who wish to appeal against a decision of the University Disciplinary Panel or an IO decision. Please refer to the [Student Disciplinary Procedure](https://www.sgul.ac.uk/for-students/your-academic-life/student-conduct-and-compliance/documents/Student-Disciplinary-Procedure.pdf) for further information on the Disciplinary process.

You may wish to obtain advice on your case before submitting an appeal. The Students’ Union offers an independent, impartial, confidential support service to all students. (contact: presidentwelfare@su.sgul.ac.uk/lteija@sgul.ac.uk).

You should inform the SCC Team immediately if you require reasonable adjustments to be made to this appeals process.

Please complete all sections and provide documentary evidence to support your application. Failure to do so will likely result in your appeal being delayed or dismissed.

1. **DECISION BEING APPEALED**

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| **Please clearly state the decision you would like to appeal:**  |
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| **Date of notification of decision:** |
| Your appeal should be submitted no later than 10 working days after the date of notification of the decision.  |
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1. **GROUNDS FOR APPEAL**

An appeal may be submitted on one or more of the following grounds as set out in section 14.1 of the Student Disciplinary Procedure.

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| **An appeal may be made on one or more of the following grounds. Please indicate which grounds are relevant to your appeal – it may be that more than one ground applies.** |
| a) | that the Panel/IO failed to follow the University's regulations and/or procedures or failed to follow them with due care c) that relevant new evidence has become available that should be considered and there are valid reasons why it was not available to the Panel/IO at the time 16 www.sgul.ac.uk  |  |
| b) | that the Panel/IO has shown bias or prejudice towards the student in reaching its findings or imposing the penalty |  |
| c) | that relevant new evidence has become available that should be considered and there are valid reasons why it was not available to the Panel/IO at the time 16 www.sgul.ac.uk |  |
| d) | that the decision of the Panel/IO was unreasonable and/or the penalty was not proportionate |  |

1. **CASE DETAILS**

Please set out the main points of your appeal **with reference to the ground/s** on which your appeal is based. Be **clear, concise**, and refer to specific pieces of evidence you have submitted. Ensure that you include all information and evidence you wish to be considered to support your appeal. **We will not be able to collect or seek evidence for you!**

Please note that this statement will be used to evaluate your appeal and, therefore, you should provide all the information that you wish to be taken into consideration.

Please note that the University reserves the right to contact the authors of any evidence in order to verify authenticity. If the evidence can be shown to have been dishonestly acquired or is in itself dishonest the complaint may be dismissed and the matter submitted to the disciplinary process (if appropriate). Please contact scc@sgul.ac.uk if you have any concerns in relation to these checks.

If you are submitting your appeal outside of the 10-working day timeframe specified in the procedure, you should include an explanation for not being able to submit in time.

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1. SUMMARY OF DOCUMENTATION

Please indicate what evidence you have supplied to support your appeal. If you intend to supply further evidence but it is not yet available, please indicate when it will be provided.

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1. OUTCOME OF YOUR APPLICATION

Please outline your desired appeal outcome.

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1. DECLARATION

The University considers the deliberate submission of an untruthful application/evidence as a serious disciplinary offence and may investigate the matter under a relevant student procedure.

By submitting this form, I can confirm that:

* all the information I provided is true and accurate to the best of my knowledge.
* I understand that the Student Conduct and Compliance (SCC) Team will process personal details about me, which will include sensitive information, to deal with my appeal effectively
* If I submitted information about third parties, I can confirm that the third party is aware and has agreed that I can use their information for the purposes of my appeal
* I understand that the information provided in my appeal may be used as part of other University processes as outline in the Student Disciplinary Procedure and the Procedure for Consideration of Fitness to Study or Practice
* I understand that as part of the appeal process, the SCC team may need gather personal and sometimes sensitive information about me from different university departments such as the Disability Services, Examination and Programmes Team, Student Systems, IT Services, Accommodation Team and others.
* I understand that it is my responsibility to contact the SCC Team if I have any concerns about how my data will be handled.
* I understand that I can withdraw my consent for SCC to process my personal data at any time. I also understand that this is likely to mean that the SCC Team cannot process my appeal.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**Your academic appeal form & the evidence should be submitted by email to** **SCC@sgul.ac.uk****.**