



# Appeal Form for Students

## Purpose and Scope

This form is used by a student to exercise their right of appeal against a decision or recommendation made through any of the following policies and associated procedures: [Academic Misconduct](#), [Complaints](#), [Declarations of Criminal Conviction](#), [Extenuating Circumstances](#), [Disciplinary Procedures](#), [Support to Study](#), and [Undergraduate Student Attendance](#).

Please note that the Academic Appeals Policy and Procedure is initiated through the [Academic Appeals Form](#).

## Instructions

Submit this form, fully completed and accompanied by supporting evidence, to the recipient as specified in the corresponding policy or procedure.

Section 1: Student Information	
Student ID Number:	
First and Middle Names:	
Surname:	
University Email Address:	
Programme of Study:	
Level of Study:	

Section 3: Nature of Appeal

<b>Section 2: Grounds for Appeal</b>		
On which grounds are you appealing (tick all that apply):		
1	There has been a significant procedural flaw or irregularity that compromised the fairness of the process.	
2	New material evidence (which must be supported by explanation of why it is being submitted at this late stage).	
3	There is a bias or reasonable perception of bias during the procedure.	
4	An outcome, decision and/or penalty, being unreasonable or disproportionate.	
Write a statement to support your grounds for appeal.		

<b>Section 3: Evidence</b>
Please list all evidence that supports your appeal. Documentary evidence that corroborates the circumstances of your appeal should be submitted with this Form.

<b>Section 4: Certification of Form</b>	
1. Confidentiality	In accordance with the General Data Protection Regulations 2018 we require your consent to: <ul style="list-style-type: none"> <li>● Hold elements of the information you have provided on an electronic database</li> <li>● Disclose the information to authorised members of the College staff for purposes connected with the investigation of your case</li> </ul>
2. False claims	Submission of false or fraudulent documentation is an offence, which will be dealt with under the Student Code of Conduct and Disciplinary Procedures. The College reserves the right to check on the validity of the document(s) submitted by contacting any relevant third parties directly.
By signing here, you confirm that you agree with the above statements and give your consent for the information provided to be used as detailed above.	
<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## Version History

<b>Title: Student Appeal Form</b>				
<b>Approved by: Quality Team</b>				
<b>Location: Academic Handbook/ Policies and Procedures/ General</b>				
<b>Version Number</b>	<b>Date Approved</b>	<b>Date Published</b>	<b>Owner</b>	<b>Proposed Next Review Date</b>
2.1	August 2022	August 2022	Quality Assurance	May 2023
2.0	June 2022	June 2022	Quality Assurance	May 2023
1.0	March 2022	March 2022	Quality Assurance	May 2023
Referenced documents	Disciplinary Procedure for Students; Complaints Procedure for Students; Extenuating Circumstances Policy; Academic Misconduct Policy; Declaration of Criminal Conviction; Support to Study Policy; Undergraduate Student Attendance Policy			
External Reference Point(s)	UK Quality Code Theme: Admissions, Recruitment and Widening Access			