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 Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-misconduct-policy/),[Declaration of Criminal Convictions Policy and Procedure for Students and Prospective Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/contractual-document-archive/academic-year-2023-24/), [Extenuating Circumstances Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/); [Research Misconduct Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/research/research-misconduct-policy/), [Support to Study Policy and Procedure](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/support-to-study-policy/) and [Undergraduate Student Attendance Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/undergraduate-student-attendance-policy/).

Please note that the [Academic Appeals Policy and Procedure](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-appeals-policy-and-procedures/) is initiated through the [Academic Appeals Form](https://www.nulondon.ac.uk/academic-handbook/forms-library/).

# Instructions

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

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# Section 1: Student Information

|  |  |
| --- | --- |
| Student ID Number: |  |
| First and Middle Names: |  |
| Surname: |  |
| University Email Address: |  |
| Programme of Study: |  |
| Level of Study: |  |

# Section 2: Nature of Appeal

|  |  |
| --- | --- |
| To which policy or procedure does your appeal relate: | |
| ☐ Academic Misconduct | ☐ Extenuating Circumstances |
| ☐ Bursary Policy | ☐ Research Misconduct |
| ☐ Declaration of Criminal Conviction | ☐ Support to Study |
| ☐ Undergraduate Student Attendance |  |

# Section 3: Grounds for Appeal

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

# Section 4: Evidence

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| Please list all evidence that supports your appeal. Documentary evidence that corroborates the circumstances of your appeal should be submitted with this Form. |
|  |

# Section 5: Certification of Form

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| By signing in this section, you confirm that you agree with the statements below and give your consent for the information provided in the form to be used as detailed below. |
| 1. Confidentiality   In accordance with the General Data Protection Regulations 2018 we require your consent to:   * Hold elements of the information you have provided on an electronic database * Disclose the information to authorised members of University staff for purposes connected with the investigation of your case.  1. False claims   Submission of false or fraudulent documentation is an offence, which will be dealt with under the Disciplinary Procedure for Students. The University reserves the right to confirm the validity of document(s) submitted by contacting any relevant third parties directly. |
| Name: |
| Signature: |
| Date: |

# Version History

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| --- | --- | --- | --- | --- |
| **Title: Appeal Form for Students**  **Approved by: Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ Forms Library** | | | | |
| **Version** | **Approved** | **Published** | **Owner** | **Proposed Next Review** |
| 24.4.0 | November 2024 | December 2024 | Quality Assurance | May 2026 |
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| *Version numbering system revised March 2023* | | | | |
| 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 | [Academic Misconduct Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/academic-misconduct-policy/);[Declaration of Criminal Convictions Policy and Procedure for Students and Prospective Students](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/contractual-document-archive/academic-year-2023-24/);  [Extenuating Circumstances Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/extenuating-circumstances-policy/); [Research Misconduct Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/research/research-misconduct-policy/); [Support to Study Policy and Procedure;](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/support-to-study-policy/) [Undergraduate Student Attendance Policy](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/academic/undergraduate-student-attendance-policy/). | | | |
| External Reference Point(s) | [UK Quality Code, Advice and Guidance: Concerns, Complaints and Appeals](https://www.qaa.ac.uk/the-quality-code/2018/advice-and-guidance-18/concerns-complaints-and-appeals). | | | |