

Higher Education Academic Misconduct Appeal Form

- To be used by undergraduate and postgraduate students on Higher Education programmes.
- Please read the procedure for Higher Education Academic Misconduct for the validating institution relevant to your programme, which can be found on the College website.
- Your appeal MUST be supported by all of the relevant evidence.
- Forms that are not completed fully will be returned for completion. The form must be legible and have ALL relevant evidence attached.

YOUR DETAILS

Name (in full)			
Student ID number:		Year of programme (1st, 2nd, etc)	
Programme of study			
Your contact address			
Telephone number			
E-mail address*			

**Most contact with you will be by email and the outcome of your case will be communicated by email so the address given should be one that you access frequently.*

ABOUT YOUR APPEAL

Indicate with a tick in the relevant box(es) the area(s) under which your appeal is being entered:	
A finding of proof of Academic Misconduct	
The penalty imposed for Academic Misconduct	

Indicate with a tick in the relevant box(es) the ground(s) for appeal. The grounds for appeal are specific to the awarding body of your programme.	
Grounds for Appeal – Royal Agricultural University (RAU) Only	Please tick
Procedural irregularities in the investigation of the allegation, the Academic Misconduct Decision, the conduct of the hearing or the adjudicating panel or in the penalty imposed.	
The penalty imposed was unreasonable or unfair.	
New evidence has become available that was not available at the time the original offence of misconduct was considered.*	
Grounds for Appeal – All Other Awarding Bodies	Please tick
Circumstances which the Academic Misconduct Committee were not aware of when they made their decision and had they been aware it is reasonably likely that they would have made a different decision.*	
Evidence of prejudice or bias.	
Procedural irregularities in the investigation of the allegation, the Academic Misconduct Decision, the conduct of the hearing or the adjudicating panel or in the penalty imposed.	

***If you have ticked that new evidence has become available (RAU only) or that material circumstances were not presented in advance of the Committee making its decision (All other awarding bodies), you must explain why this was the case below:**

SUMMARY OF CASE

Please provide a concise summary of:

- The decision/outcome you are appealing against
- Your reasons for appealing
- The evidence which supports your case. (All relevant evidence MUST be provided.)

Continue on additional sheets if necessary, and securely attach all supporting documentation. Please note that, other than in exceptional circumstances, this statement and supporting evidence will be copied to the curriculum area/Examiners concerned to enable them to respond.

Summary of the decision/outcome you are appealing against and reasons for appealing:

List here any documents that you are attaching to support your appeal and explain their significance to the appeal:

Outline the contact you have had with your curriculum team on this issue, and with whom. What was the outcome of those discussions?

Please give a brief outline of your desired outcome of this appeal, for example: repeat of final year.

Signature of student

Date

You must now take a copy of this form and then send (or deliver personally) the original to the Deputy Principal **no later than 10 working days** after receiving the decision against which you are appealing. The issues raised will then be investigated and a decision made on whether or not there are grounds for appeal.