Student Conduct Appeal Form

## Before completing this form

This form is for students who have received a sanction according to the [Student Conduct Policy and Procedure](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/student-conduct/) (whether given by a Student Conduct Officer or by a Panel) may appeal the decision and/or the sanction. Please send the completed Appeal Form no more than 10 working days after the you were notified of the decision being appealed to the Student Casework Office at casework@londonmet.ac.uk. The Student Casework Office shall refer the appeal to the Dean of Students (or nominee) within 10 working days of receiving a completed Appeal Form unless the Appeal is rejected in accordance with paragraph 87 of these Regulations. A decision on the basis of the written appeal papers or a decision to convene a hearing shall usually be made within 25 working days of the Student Casework Office’s receipt of the completed Appeal Form.

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| **Part A – Student’s details** |
| Student Name: |
| Student Number:  |
| School: [ ]  Art Architecture and Design (AAD) [ ]  School of Computing and Digital Media (SCDM) [ ]  Guildhall School of Business and Law (GSBL) [ ]  School of Human Sciences (SHSC) [ ]  Social of Social Sciences & Professions (SSSP)  |
| **Part B1 – Details of the Misconduct Outcome** |
| What date did you receive the outcome letter? |  |
| Have you enclosed the Outcome letter with this Appeal?  | Yes [ ] No [ ]  |
| **Part B2 – What is the Sanction you are Appealing?** |
| Warning | ☐ |
| Reprimand | ☐ |
| Conditional Reprimand | ☐ |
| Compensation Requirement | ☐ |
| Apology Requirement | ☐ |
| Fine | ☐ |
| Restriction | ☐ |
| Exclusion | ☐ |
| Termination of Enrolment  | ☐ |
| Transfer (e.g. module, course, tutor group etc.) | ☐ |
| Expulsion | ☐ |
| **Part C1 – What ground or grounds are you relying on? (Please tick all that apply)** |
| You were unable to respond to the allegation within the timeframes provided in this Policy for valid reasons beyond your control. [ ] There has been a material procedural defect, other than one for which the student is responsible, resulting in substantial unfairness to you. [ ] The evidence of alleged misconduct was insufficient to substantiate the allegation. [ ] New evidence has become available which was not, and which could not reasonably have been provided during the time the case was considered. Other than this, no new evidence shall be considered. [ ] The sanction imposed was disproportionate to the misconduct. [ ]  |
| **Part C2 - Please explain below why the ground(s) for appeal that you have selected apply (continue on a separate sheet if necessary).**  |
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| **Part D1 - Evidence to support your Appeal** |
| If you are relying on evidence in your Appeal (for example, there is new evidence, you have evidence of a material procedural defect), have you attached the evidence?Yes [ ]  No [ ]  |
| **Part D2 - If you were unable to submit this form at the specified deadline, please explain your reason(s) below:** |
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| **Part E – Consideration** |
| The Dean of Students (or nominee) shall consider the appeal on the basis of the written appeal papers, unless an oral hearing would assist their consideration or otherwise in the interest of fairness, in which case a hearing shall be convened. Are there any reasons why you feel that it would be fairer to consider this appeal at a hearing rather than just on the written appeal papers? ☐ Yes ☐ No If so, please give details: |

Please read the following statements and sign or type your full name to indicate your agreement.

* I have read and understood the Student Conduct Policy and Procedure.
* I have provided all the evidence that I wish to rely on in this Appeal.
* All the information provided on this form as well as any additional documentary evidence I have provided, is an accurate and true reflection of the situation that led to the Appeal outlined above.
* I consent to the University sharing the information on this form (and accompanying evidence) with such members of the University and external bodies as may be relevant for the investigation.
* I am aware that, regardless of the outcome of this appeal, this paperwork will be retained by the University in accordance with the University’s Records Retention Schedule.

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| **Part F - Declaration** |
| Signature: |
| Date:  |