# Academic Misconduct Appeal Form

**Before completing this form:**

The information on this form is confidential. This form is for students to Appeal the outcome of an Academic Misconduct allegation.

Access will normally only be given to the Student Casework Office and members of a Panel. Please read the Academic Misconduct Guidance Notes for an Appeal. Students are advised to access and familiarise themselves with the [Academic Misconduct Policy and Procedure 2023-24](https://student.londonmet.ac.uk/your-studies/student-administration/rules-and-regulations/academic-misconduct/)

We strongly recommend that students submitting an academic appeal contact the [Student’s Union Advice Service](https://www.londonmetsu.org.uk/adviceservice/) and get independent advice as soon possible. To get in touch please email [theadviceservice.su@londonmet.ac.uk](mailto:theadviceservice.su@londonmet.ac.uk)

This form should be received by email to the Student Casework Office, at casework@londonmet.ac.uk, or in person at your [School Office](https://student.londonmet.ac.uk/school-offices/) within **10 working days** of the date of receipt of the notification of the allegation of academic misconduct. When submitting in person it is advisable to keep a copy of your appeal and any evidence included. To be valid this form must be completed in full.

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| **Part A - Student Details** | | | | |
| **1** | Surname/Family Name: |  | Student ID: | |
| Forename/First Name: |  |  | |
| Course Title: | | | |
| Email Address | | | |
| **2** | **Disability** | | | |
| Do you have a disability? | | Yes  No | |
| Will you require support or adjustments at any stage during the appeals process? | | Yes  No | |
| If yes, please provide details of your requirements here – you do not have to disclose the nature of your disability | | | |
| **Part B - Appeal** | | | | |
| **3** | What Module number and component are you appealing against? | |  | |
|  | Please indicate how you intend to dispute the allegation by selecting the option relevant to you. You have the option to: | | | |
| **a** | 1. Dispute the allegation and the level of the penalty imposed by way of written representations. Yes | | | |
| **b** | 1. Dispute the allegation and the level of the penalty imposed by way of an oral hearing where I intend to be present. Yes | | | |
| **c** | 1. Accept the allegation and make written representations only as to the level of the penalty imposed. Yes | | | |
|  | If you did not explicitly request an oral hearing, the case will be considered by way of written representations. | | | |
| **Part C - Supporting Statement disputing the allegation** | | | | |
| **4a** | Please explain why you are disputing the allegation and/or the penalty below: (Please refer to the guidance notes). | | | |
| Please continue on separate sheet if necessary. | | | |
| **4b** | Did you submit this form within 10 working days of the date of receipt of the notification of the allegation of academic misconduct?  Yes  No  If you did not respond within the stated deadline, you will be deemed to have accepted the allegation. | | | |
| **5** | Please list **and** attach any evidence you have provided to support your appeal: | | | |
| **6** | Student Signature: | | | Date: |

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

* I have read and understood the Academic Misconduct 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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| **Student supplementary notes for completing this form:** |

The appeal form can be submitted in person to your [School Office](https://student.londonmet.ac.uk/school-offices/), by email to the [Student Casework Office](mailto:casework@londonmet.ac.uk) at casework@londonmet.ac.uk or if by post to: The Student Casework Office, London Metropolitan University, 166-220 Holloway Road, London, N7 8DB, to **arrive by the deadline stated on Page 1.** The University does not accept responsibility for the receipt or late delivery of appeals submitted by post.

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| **Part A – Student Details** |

**1 Student Details**

Please complete your details in full. All correspondence will normally be sent to your University email address unless you no longer have access to your University account.

**2** **Students with Disabilities**

Section 2 asks you to inform us if you have a disability. By ‘disability’ we mean: Specific Learning Difficulties (SpLDs) such as Dyslexia or Dyspraxia, physical or sensory disabilities and long-term medical conditions, including mental health difficulties.

You do not need to disclose your disability, but it will help us to support or make reasonable adjustments to the appeals process if you tell us what support you usually need. By sharing this information, we may, contact the [University Disabilities and Dyslexia Service](https://student.londonmet.ac.uk/life-at-london-met/wellbeing-at-london-met/disabilities-and-dyslexia-service-dds/) to discuss your requirements.

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| **Part B – Appeal** |

**3** **Module**

Please clearly indicate what module number and component you are appealing against and how you intend to dispute the allegation by selecting the option relevant to you. You have the option to:

**3a Dispute the allegation and the level of the penalty imposed by way of written representations.**

If you choose this option a Panel will meet to consider your case and appeal. You will not be present at the meeting; it is therefore important that you submit a clear detailed statement. You must include the reasons why you are disputing the allegation and appealing the level of the penalty imposed. Any supporting evidence that you want the Panel to consider should be submitted with your written representation.

**3b Dispute the allegation and the level of the penalty imposed by way of an oral hearing where I intend to be present.**

If you chose this option a Panel will meet to consider your case and appeal but you can ask to be present at the Panel meeting. Your written statement must include the reasons why you are disputing the allegation by way of appeal. You should also include the supporting evidence that you want the Panel to consider. If you do not identify and explain the reasons for your dispute that forms the basis of your case, your request will be invalid.

If you want to present your case to the Panel in person (or virtually in exceptional circumstances), it is important that it is indicated in this form. If you **do not** specify that you want to attend, your appeal will be considered in writing without you being present at the meeting.

**3c Accept the allegation and make written representations only as to the level of the penalty imposed.**

If you choose this option a Panel will meet to consider your case and appeal. You will not be present at the meeting; it is therefore important that you submit a clear detailed statement. You must include reasons why you are accepting the allegation and appealing the level of the penalty imposed. Any supporting evidence that you want the Panel to consider should be submitted with your written representation.

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| **Part C - Supporting Statement disputing the allegation** |

**4a For written representation and oral hearings**

Please use this section to clearly state why you are accepting and/or disputing the allegation and/or the penalty imposed. It is important that your statement is clear as your appeal (if valid and in accordance with the Regulations) will be considered on the basis of your written statement, oral statement (where relevant) and supporting evidence. You are only required to provide details in the supporting statement that are relevant to the alleged module and component you are disputing

**4b Did you submit this form within 10 working days of the date of receipt of the notification of the allegation of academic misconduct.**

If you did not respond within the stated deadline, you will be deemed to have accepted the allegation. The Student Casework Office shall inform you in writing of the Panel’s decision or inform you that by not responding you have missed the deadline and may be able to request a review.

**5 Evidence supplied to support your appeal**

As this is an evidence-based process it is important that you include all relevant evidence to support your case as you will not be permitted to add further information once your appeal is received by the Student Casework Office. Evidence could include original drafts of the alleged work, or a supporting statement from someone that can vouch for the authenticity of the work. For example, if it has been alleged that you have plagiarised a report of your work experience whilst on placement, a supervisor from that placement may be able to support your appeal.

Mitigating Circumstances are often submitted in support of appeals. The University has provisions and resources available to support you if you are experiencing difficulty through the Mitigating Circumstances Procedure. You are expected to make use of this Procedure when appropriate rather than resort to Academic Misconduct. Therefore, Mitigating circumstances will not normally be considered as reasons for Academic Misconduct unless you are able to provide evidence to show that, at the time of the assessment, your state of mind was such that it had significantly impaired your ability to understand and appreciate the consequences of your actions or determine whether an action was in breach of the Academic Misconduct Policy and Procedure.