

# STUDENT CONDUCT APPEAL FORM

Office use only

**DATE STAMP:**



This form is to be used to appeal against a finding of either academic or non-academic misconduct and or the sanction imposed. When completed, it should be sent to the Student Casework Office.

## STUDENT

STUDENT'S NAME: (Please print clearly) : ..... Student ID No: .....

Email Address: .....

School:

- CASS 
  GSBL 
  Computing and Digital Media 
  Human Sciences 
  Social Professions 
  Social Sciences  
 Other: .....

## DETAILS OF THE DECISION BEING APPEALED

**What type of misconduct was it?**       Academic Misconduct       Non-Academic Misconduct

**Date of Decision?** .....

**Copy of the decision email attached?**       Yes    No      Please attach a copy of the decision you are appealing.

**If the appeal is not brought within 10 working days of the decision, what explanation is there for the delay?**      If the appeal is received late and there is no reasonable explanation why it could not be brought in time it will be rejected.

## GROUND OFS OF APPEAL

**Please tick the Ground, or Grounds, of Appeal you are relying on and say why the grounds apply**  
**Please attach additional sheets if necessary**

<input type="checkbox"/> LATE – The student was unable to respond to the allegation within the timeframes provided for valid reasons beyond the student’s control.		Please explain the reasons that you were unable to respond to the allegation within the timeframes previously provided to you. You will need to provide evidence to demonstrate that this was beyond your control.
<input type="checkbox"/> PROCEDURAL DEFECT - There was a material procedural defect in the investigation or decision (including displays of bias or prejudice).		Please explain what the procedural defect or error was and why it has affected the decision. You will need to provide evidence of any defect or error.
<input type="checkbox"/> INSUFFICIENT EVIDENCE - The evidence of alleged misconduct was insufficient to substantiate the allegation.		Please explain why the original evidence of misconduct was insufficient to substantiate the allegation.

<input type="checkbox"/> <b>NEW EVIDENCE</b> - There is new evidence that could not reasonably have been provided during the investigation and which would probably have a material influence on the outcome.		Please explain what the new evidence is and why it was not available at the time. Please also explain what material difference this would have made to influence the original outcome.
<input type="checkbox"/> <b>DISPROPORTIONATE SANCTION OR PENALTY</b> - The sanction or penalty imposed is manifestly disproportionate to the misconduct that was found.		Please explain why you say the sanction imposed is disproportionate. You may wish to explain how the sanction has or will affect your studies or how the sanction does not fit the misconduct found, but you cannot just say that you disagree with it.

**EVIDENCE**

If you are relying on evidence in your appeal (for example, there is new evidence, you have evidence of a procedural defect), have you attached the evidence? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you do not attach your evidence, your appeal will be dismissed.
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**PROCEDURE**

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? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please give details:	Appeals are usually considered on the basis of the written appeal papers, unless it would assist the deliberations or is otherwise in the interest of fairness to convene a hearing.
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By signing this form you are agreeing:

- That you wish to appeal the decision; and
- That the matters stated in this form are correct and accurate.

Signed	
..... (signature of Student)  Dated: .....	A signature is not required if the form is sent by email from a londonmet.ac.uk email address.

Notes

- The Student Casework Office may dismiss the appeal if:
  - It is received late and there is no reasonable explanation why it could not be brought in time, or
  - it does not clearly state the grounds on which the appeal is being made; or
  - it does not disclose any reasonable grounds of appeal; or
  - it is entirely without merit.
- A decision on the basis of the written appeal papers or a decision to convene a hearing shall usually be made within 30 days of the Student Casework Office's receipt of the duly completed Appeal Form.
- After reviewing the decision and the appeal the Vice-Chancellor may:
  - affirm, set aside or vary any finding or decision reached;
  - refer the matter, or any part of it or any decision back to the Academic Misconduct Panel or Disciplinary Panel for further consideration, with any such guidance thought fit.