

## C2: Student Appeal Form - Misconduct

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Before completing this form, you are advised to refer to the Student Misconduct Procedure which is contained in Academic Regulation C2 available at [http://intranet.orms247.co.uk/?page\\_id=148](http://intranet.orms247.co.uk/?page_id=148) and the C1a Misconduct Process at [http://intranet.orms247.co.uk/?page\\_id=292](http://intranet.orms247.co.uk/?page_id=292)

All sections of this form must be completed, otherwise your appeal may not be considered.

You are also encouraged to seek advice from your Course Leader, Head of Administration, or from the Quality Manager.

**Please note, an appeal will only be regarded as valid for consideration by the Student Conduct Committee if it is both submitted within 10 working days of you receiving notification of a Misconduct Hearing outcome, and is based on any of the following permissible grounds:**

1. there has been a significant procedural irregularity or material administrative error resulting in an unfair or unreasonable decision; or
2. the evidence of alleged misconduct is deemed insufficient to substantiate the allegation; or
3. there is substantial evidence that:
  - a. was not previously known to the Head of Administration at the time of the Misconduct Hearing; or
  - b. demonstrates a penalty is disproportionate; or
  - c. the criteria used to determine a proportionate penalty, as contained in paragraph 10.1 of the Student Misconduct Procedure, were not appropriately applied.

All sections of the form must be completed.

**1. Your details.**

All sections of this form must be completed in full. Please type or print clearly

Your Student ID number	
Your Full Name	
Contact Details (Note: we will normally use your email for communication)	
Your Programme of Study	
Level or Year/Stage of Study	Mode: FT/PT/DL/Other

**Decision you are appealing** *[Please provide a description of the circumstances which led to the decision you are appealing, including dates and names as appropriate, and refer to any documentary evidence you can provide; continue on a separate sheet if necessary]*

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<b>Grounds for Appeal [tick as appropriate]</b>	
(i) there has been a significant procedural irregularity or material administrative error resulting in an unfair or unreasonable decision; or	
(ii) the evidence of alleged misconduct is deemed insufficient to substantiate the allegation; or	
(iii) there is substantial evidence that:	
(a) was not previously known to the Head of Administration at the time of the <i>Misconduct Hearing</i> ; or	
(b) demonstrates a penalty is disproportionate; or	
(c) the criteria used to determine a proportionate penalty, as contained in paragraph 10.1 of the <i>Student Misconduct Procedure</i> , were not appropriately applied.	

Did you admit to the misconduct? <i>[If you answer yes, you may only lodge an appeal against the penalty]</i>	Yes	No
Are you appealing the penalty imposed?	Yes	No
Are you appealing the decision of a Misconduct Hearing? <i>[Not appropriate if you have admitted to the misconduct]</i>	Yes	No

**Statement of your case** *[explain why you feel the penalty, and the decision of the Misconduct Hearing (if appropriate) should be reviewed, providing supporting evidence where available]*

**Desired Outcome**

**List of Documentary Evidence submitted with this form**

- 1.
- 2.
- 3.

### Declaration to be signed by student

By signing this form you are declaring the above information to be accurate to the best of your knowledge, and that you understand the information provided in support of your appeal will be treated in confidence unless disclosure is necessary to progress the appeal

Signed or affirmed: \_\_\_\_\_

Date: \_\_\_\_\_

## 2. How to submit this form

Either,

- Hand the form to the Administration Team at the Outreach Centre, or
- Post the form using a recorded delivery service. You must enclose a stamped address envelope in order to get a receipt of your application.

### ORMS Ltd:

Tel: 01248 603012 | Email: [enquiries@orms247.co.uk](mailto:enquiries@orms247.co.uk) | Website: <http://orms247.co.uk/>

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