

**STUDENT DISCIPLINE: APPEALS FORM FOR APPEALS AGAINST STAGE 1 PENALTIES**

This Form is to be completed by a student who wishes to appeal penalties imposed formally under *Stage 1* of the [Student Discipline Procedures: Academic Misconduct](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Student_Discipline_Procedure_-_Academic_Misconduct.pdf), and/or [Student Discipline Procedures: Non-Academic Misconduct](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Student_Discipline_Procedure_-_Non_Academic_Misconduct.pdf).

As confirmed in paragraph 34 of the Academic Misconduct/Non-Academic Misconduct Procedures, if a student does not accept recommendations put in place as part of *Early Intervention/Caution*, their case will automatically be escalated to *Stage 1* of the Procedure. **Therefore, this Form should not be used to submit ‘appeals’ against *Early Intervention/Caution* recommendations.**

In submitting an appeal, students will need to provide **new evidence** to demonstrate sufficient grounds for appeal against the criteria listed in paragraph 71 of the Academic Misconduct/Non-Academic Misconduct Procedure. This may take the form of email correspondence, outcome letters or other documentary evidence**.**

**NB: It is unlikely that an appeal will be heard if the relevant and new evidence and/or a compelling commentary is not provided to demonstrate there are sufficient grounds for appeal.**

When preparing an appeal, students should refer to the University’s [Guidance for Students on Submitting Evidence.](https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Guidance_for_Students_on_Submitting_Evidence.pdf) Students should also contact the [StrathUnion Advice Hub](https://www.strathunion.com/support/) for advice and guidance.

# **APPEAL AGAINST STAGE 1 PENALTIES**

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| 1. **STUDENT DETAILS** | |
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| FIRST NAME |  |
| SURNAME/FAMILY NAME |  |
| STUDENT NUMBER | *Found on student card* |
| NAME OF PROGRAMME OF STUDY |  |
| DEPARTMENT |  |

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| 1. **MISCONDUCT OFFICER/PENALTY DETAILS** | |
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| NAME OF MISCONDUCT OFFICER |  |
| MISCONDUCT OFFICER DEPARTMENT |  |
| MISCONUCT OFFICER FACULTY |  |
| PENALTY/PENALTIES IMPOSED BY MISCONDUCT OFFICER | *Outline the penalties briefly here* |

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| 1. **CRITERIA FOR APPEAL** | |
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| CRITERIA FOR APPEAL | PLEASE SELECT WHICH OF THE CRITERIA BELOW YOU ARE APPEALING ON (YOU MAY PICK MORE THAN ONE) |
| 1. New material evidence is available, which was not available on reasonable enquiry or application at the time of consideration at Stage 1 or Stage 2 | YES/NO |
| 1. A procedural irregularity occurred during the process | YES/NO |
| 1. Bias or prejudice against the Reported Student was demonstrated by the Misconduct Officer | YES/NO |
| 1. The penalty imposed is excessive or represents inappropriate punishment | YES/NO |

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| 1. **STUDENT CASE FOR APPEAL** |
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| *Use this section to set out your reasons for appeal, ensuring that you clearly specify which criteria (if you have selected more than one) your reasons refer to. Please also confirm the outcome you are seeking, i.e., for the penalty to be withdrawn, for a lesser penalty to be imposed, or further clarification sought regarding the penalty.* |

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| 1. **EVIDENCE SUBMITTED TO SUPPORT APPEAL** |
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| *Please list the evidence you are submitting to support your appeal. As noted at the top of this Form, this evidence must be NEW evidence that you have not previously submitted to the Misconduct Officer.* |

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| 1. **SUBMISSION OF APPEAL** |
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| Please email the completed Form, and the evidence you are submitting, to the Executive Dean of your Faculty:  Faculty of Engineering – [eng-appealscomplaints@strath.ac.uk](mailto:eng-appealscomplaints@strath.ac.uk)  Faculty of Humanities and Social Sciences – [hass-appealscomplaints@strath.ac.uk](mailto:hass-appealscomplaints@strath.ac.uk)  Faculty of Science – [science-appealscomplaints@strath.ac.uk](mailto:science-appealscomplaints@strath.ac.uk)  Strathclyde Business School – [sbs-appealscomplaints@strath.ac.uk](mailto:sbs-appealscomplaints@strath.ac.uk)  **You will be informed of the outcome of your appeal within 30 working days of submission.** |

You can find out about how we will use your information and your rights in the University’s Privacy Notice for Students, which is available on our website - [www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/dataprotection/privacynotices/](http://www.strath.ac.uk/whystrathclyde/universitygovernance/accesstoinformation/dataprotection/privacynotices/)