

**PROCEDURE FOR MANAGING STUDENTS WITH CRIMINAL PROCEEDINGS AND UNSPENT CRIMINAL CONVICTIONS**

**APPEALS FORM FOR APPEALS AGAINST STAGE 2 OUTCOMES**

This form is to be completed by a student who wishes to appeal outcomes imposed formally under *Stage 2* of the [Procedure for Managing Students with Criminal Proceedings and Unspent Criminal Convictions](chrome-extension://efaidnbmnnnhttps:/www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Procedure_for_Managing_Students_with_Criminal_Proceedings_and_Unspent_Criminal_Convictions.pdf).

This form should be submitted to the Vice-Principal of the University via the [Directorate of Student Experience](mailto:cc.enquiries@strath.ac.uk) within **ten working days** of receiving written confirmation of the outcome of the Stage 2 Criminal Convictions Panel hearing.

The criteria for appeal against the outcomes of a Criminal Convictions Panel hearing are as follows:

1. Fresh material information is available, which was not available on reasonable enquiry or application at the time of consideration by the Criminal Convictions Panel;
2. A procedural irregularity occurred during the process;
3. Bias or prejudice against the Student was demonstrated by the Criminal Convictions Panel;
4. The decision reached was perverse, in that it was one which no reasonable person could have reached on the available evidence.

In submitting an appeal, students will need to provide **new evidence** to demonstrate sufficient grounds for appeal against the criteria listed above. The criteria can be found in paragraph 28 of the [Procedure for Managing Students with Criminal Proceedings and Unspent Criminal Convictions](chrome-extension://efaidnbmnnnhttps:/www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Procedure_for_Managing_Students_with_Criminal_Proceedings_and_Unspent_Criminal_Convictions.pdf).

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

Students can contact the [Strath Union Advice Hub](https://www.strathunion.com/support/) for advice and guidance on this procedure and the completion of this form.

# **APPEAL AGAINST STAGE 2 OUTCOMES**

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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. **CRIMINAL CONVICTIONS PANEL INFORMATION** | |
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| DATE OF CRIMINAL CONVICTIONS PANEL HEARING |  |
| DATE THAT STUDENT RECEIVED THE OUTCOME LETTER OF THE CRIMINAL CONVICTIONS PANEL HEARING |  |
| OUTCOME(S) IMPOSED BY THE CRIMINAL CONVICTIONS PANEL | *Outline the outcome(s) 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. Fresh material information is available, which was not available on reasonable enquiry or application at the time of consideration by the Criminal Convictions Panel; | YES/NO |
| 1. A procedural irregularity occurred during the process; | YES/NO |
| 1. Bias or prejudice against the Student was demonstrated by the Criminal Convictions Panel; | YES/NO |
| 1. The decision reached was perverse, in that it was one which no reasonable person could have reached on the available evidence. | 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 outcome to be withdrawn, for a lesser outcome to be imposed, or further clarification sought regarding the outcome.* |

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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 Criminal Convictions Panel.* |

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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 Vice-Principal, via [cc.enquiries@strath.ac.uk](mailto:cc.enquiries@strath.ac.uk). This should be sent from your University of Strathclyde email address where possible.  You will usually be informed of the initial outcome of your appeal within 30 working days. Please note, more time may be required if a further Criminal Convictions Panel hearing is convened, you will be contacted in due course if this is the case and invited to provide additional documentation/evidence.  Further details of the appeals process can be found in paragraphs 27-39 of the [Procedure for Managing Students with Criminal Proceedings and Unspent Criminal Convictions](chrome-extension://efaidnbmnnnhttps:/www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Procedure_for_Managing_Students_with_Criminal_Proceedings_and_Unspent_Criminal_Convictions.pdf).  **Name:**  **Date:** |

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/)