# Academic Misconduct Appeal Checklist

Please use this checklist before submitting your appeal

## Timing

Are you submitting your appeal within 10 working days of the panel communicating its decision to you?

### If more than 10 working days have elapsed your appeal may not be accepted.

Grounds for appeal

Does your appeal include one or both of the following grounds?

|  | Yes | No |
| --- | --- | --- |
| * Procedural irregularity in the academic misconduct process | Go to evidence checklist A | Go to criteria checklist B |
| * Bias or perception of bias in the academic misconduct process |
| * Personal circumstances, the details of which were, for good reason, previously unavailable to the Academic Misconduct Panel |

1. Evidence checklist

Your appeal should include the following information.

|  |
| --- |
| 1. A factual statement outlining the circumstances of your appeal 2. Any evidence to support the specific ground(s) your appeal is based on |
| 1. Independent supporting evidence if your appeal is based on your physical or mental health. We cannot accept self-diagnosis |

### We may not be able to process your appeal if some of the above information is missing

1. Criteria checklist

Are you submitting an appeal because you:

* disagree with the outcome of the academic misconduct panel?
* believe your behaviour was adversely affected by factors such as ill-health, where there is no independent, medical or other evidence to substantiate this?
* want to complain about the delivery of teaching and/or methods of assessment?

These criteria are not normally acceptable grounds for an academic misconduct appeal. If you answered ‘yes’ to any of the above, please seek advice from your personal tutor or the [Students’ Union](https://www.edgehillsu.org.uk/advice/).

Accessibility

Sharing information about a disability is a personal decision and we understand that you may want to keep it confidential. Even if you have not already told the University about your disability, we encourage you to do so at the start of this appeal process. We can offer support and/or reasonable adjustments to help you participate fully in the appeal process.

## Where can I get help, guidance, or support?

For advice on submitting your academic misconduct appeal, please contact the [Students’ Union](https://www.edgehillsu.org.uk/). You can also contact the [Wellbeing team](https://www.edgehill.ac.uk/departments/support/studentservices/wellbeing/mental-health-wellbeing/) for emotional support or guidance should you need it.

# Request to Appeal an Academic Misconduct Decision

| **Name**: | **Student ID number**: |
| --- | --- |
| **Programme title**: | **Year of study/cohort**: |
| **E-mail address**: Note: we will contact you via your University email address unless you provide an alternative address here | **Telephone**: |

If you need us to contact you by post, please contact the [Student Casework team](mailto:complaints@edgehill.ac.uk).

| Under which ground(s) are you submitting your application? | *Tick* |
| --- | --- |
| Procedural irregularity in the academic misconduct process |  |
| Bias or perception of bias in the academic misconduct process |  |
| Personal circumstances, the details of which were, for good reason,  previously unavailable to the academic misconduct panel |  |

## Factual statement

Please detail the circumstances of your appeal. Keep your statement as factual as possible - try to identify key information and relevant dates and highlight any evidence to support the claims made. If you need more space, please attach further details on a separate document.

|  |
| --- |
| Word limit: |

## Evidence and other information

Please ensure you attach the following information. We may not be able to process your appeal if some of this information is missing.

* Any evidence to support the specific ground(s) your appeal is based on
* Independent supporting evidence if your appeal is based on your physical or mental health. We cannot accept self-diagnosis

## What outcome do you expect from your appeal?

Please tell us below what resolution or aim you are seeking. It is important that we know what outcome you are seeking as this will help the reviewer when considering your case.

|  |
| --- |
|  |

## Student declaration

# By submitting this form I confirm the following:

* The above information and supporting evidence is true and accurate
* I have read and understand the appeal checklist
* I understand that advice and guidance is available from the [Students’ Union](https://www.edgehillsu.org.uk/advice/)

Please send this form and your evidence to the [Student Casework team](mailto:complaints@edgehill.ac.uk).