# Non-Academic Misconduct Outcome Appeal Checklist

Please use this checklist before submitting your appeal

## Timing

Are you submitting your appeal within 10 working days of the outcome being communicated to you?

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

Grounds for appeal

Does your appeal cite one or more of the following grounds?

* There was a material procedural irregularity which may have affected the outcome
* There is evidence which was not considered by the Investigating Officer which may have affected the outcome and which you could not reasonably have been expected to have submitted at the time
* The decision is not one which, given the evidence, could be reasonably sustained

### Please remember that disagreement with a non-academic misconduct outcome is not, of itself, a ground for appeal.

Evidence checklist

Your appeal *must* include the following information:

* A copy of the outcome letter and any other documentation issued. For example, a written warning
* A factual statement outlining the circumstances of your appeal
* 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

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

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 non-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 a Non-Academic Misconduct Outcome

| **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 to receive any documentation by post, please contact the [Student Casework team](mailto:complaints@edgehill.ac.uk).

| Which level of outcome are you appealing against? *(Tick as appropriate)* |  | *Tick* |
| --- | --- | --- |
| Level 1 outcome |  |  |
| Level 2 outcome |  |  |
| Level 3 Non-Academic Misconduct Panel outcome |  |  |

| Under which ground(s) are you submitting your application? |  | *Tick* |
| --- | --- | --- |
| A material procedural irregularity may have affected the outcome |  |  |
| There is evidence which was not considered and which may affect the outcome |  |  |
| The decision is not one which, given the evidence, could be reasonably sustained |  |  |

## Factual statement

Please detail below 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. The box will expand as you type.

|  |
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## Evidence

Have you attached the following information? We may not be able to process your appeal if some of this information is missing.

* A copy of the outcome letter and any other documentation issued. For example, a written warning
* 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. If you need more space, please attach further details on a separate document. The box will expand as you type.

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## 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:student-casework-team@edgehill.ac.uk)