This form should be used by students to submit an appeal against a decision of proven Academic Misconduct. It must be completed in full and supported by relevant evidence. For information please see the procedure document and ensure that you have read the FAQ’s at the end of the form.

This form and evidence must be submitted to student.appeals@imperial.ac.uk within **5 College working days** of the notification of the decision of proven academic misconduct. Ensure that you have understood the requirements of the procedure and seek support from the Imperial College Union, your personal tutor or departmental administration team.

**In submitting the appeal, you should note that the College will use and share your personal data for the purposes of reviewing the appeal. Please see the declaration section for further information.**

|  |
| --- |
| **Personal Details** |
| Forename: |  | Surname: |  |
| CID no: |  | Title: |  |
| Department: |  | Contact email: |  |
| Programme of Study: |  |
| Year of study: |  | Date of notification: |  |
| **Request for reasonable adjustments to the Academic Misconduct Appeals Procedure** |
| **I do not wish to request reasonable adjustments**: |[ ]
| For those students that consider that they may require reasonable adjustments due to a disability or chronic condition please complete the section below. A member of the team will contact you to discuss this. |
| I have a disability/ chronic condition for which I am registered with the Disability Support Services |[ ]
| I have a disability/ chronic condition BUT I am not registered with the Disability Support Services |[ ]
| The adjustments to the process that I consider I need to fully engage with the appeals procedure are: |
|  |
| **Grounds for Appeal:**Please select the appropriate ground(s) for your appeal from the following list: |
| 1. | a material procedural irregularity in the conduct of the academic misconduct procedure, i.e. that the College has not followed its own procedures |[ ]
| 2. | new evidence of extenuating circumstances which was not available to the Board of Examiners or the Academic Misconduct Panel at the time it made its decision |[ ]
| 3. | evidence that the Academic Misconduct Panel or Board of Examiners acted unfairly or where it was thought to have imposed an outcome out of line with the procedure. |[ ]
| **Explanation of grounds of appeal**Please use the box below to describe the reason for your appeal. You must clearly and concisely explain what you consider has occurred (or not) with regards to the Academic Misconduct Procedures. Where you are providing new evidence you must clearly state why this could not have been provided earlier. |
|  |
| **Evidence/supporting documentation**Please list all the documents that you are providing to support your appeal. Where documents are to follow please indicate when they will be provided.  |
| 1 |  |
| 2 |  |
| 3 |  |
| **Privacy statements**1. The College will only share the information in this appeal with those that are required to respond, or those members of the College that will consider the appeal.
2. The full information that is contained in the appeal submission will only be held for the period as outlined in the College [retention schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/Retention-Schedule-version-2010.pdf).
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

**Student Declaration**Please note that if this section is incomplete, the appeal cannot be considered. As the appellant, by submitting this appeal and supporting documentation: |
| * I declare that the information given is true and accurate to the best of my knowledge.
 |[ ]
| * I declare that I have consulted the Academic Misconduct Procedure prior to completing the form.
 |[ ]
| * I note that the information and documentation in this appeal will be shared in order for the College to fully consider the appeal. I note that this may include those required to respond to the grounds I have raised.
 |[ ]
| Student signature:*Typed is sufficient* |  | Date |  |

**Advice and guidance**

Below are a series of frequently asked questions about the appeals process.

1. **Where can I get support to make an appeal?**

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union advice centre. Please ensure you access support as this may be the only opportunity for you to make an appeal, and you need to make sure you have completed it to the best of your ability.

1. **Is there a ‘best’ way to present my case?**

Each case if different but general advice is:

* + - **Read the procedure and any guidance in full** before starting.
		- **Write everything down** in a draft first statement to ensure that you have all the information about your appeal.
		- **Don’t withhold information because you are embarrassed or don’t want to share it for whatever reason.** The panel can’t consider what they don’t know.
		- **Don’t include information that is irrelevant**, your main points could get lost.
		- **Identify any documents/evidence** that you will need to support the appeal.
		- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you needed to say.
		- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College advice centre **to review your statement**.
		- Remember that the panel is not an expert in you or your programme. You need to explain, don’t assume they will understand.
		- **Make sure you meet the deadline**. If you are waiting for a document or information it is better to submit what you have and state when you expect to be able to send it on. Late appeals will be rejected.
1. **Can an appeal be raised for me by someone else?**

No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

1. **What happens once I have submitted the appeal?**

The appeal will be reviewed to make a decision if it is eligible. They will write to you (by email) to explain their decision and what will happen next. If it is eligible, you will receive an invitation to attend a hearing with the panel who are responsible for considering your appeal.

1. **How long will an appeal take?**

This will depend on the complexity of the appeal and the availability of the relevant staff. If it is being considered by a panel, you should receive 10 days’ notice of the hearing date, and be sent a copy of the all the papers 5 working days prior to the hearing. The outcome is normally sent within 5 working days of the hearing

1. **What happens if my appeal is successful?**

The panel will make recommendation(s) for action by the College/department with regards to your appeal. This will take into account the College procedures.

1. **What happens if my appeal is not successful?**

If your appeal is not successful, you may consider raising a complaint to the Office of the Independent Adjudicator for Higher Education (OIA). Information on their scheme is available from their website at [www.oiahe.org.uk](http://www.oiahe.org.uk) and will be included in the outcome letter regarding your appeal.