|  |
| --- |
| **YOUR DETAILS** |
| Full name: | Student number: |
| College of study: | Year of study: |
| Programme of Study/Title of intended degree: |
| E-mail *(This should be your student email address unless you no longer have access to this):* |

This form is required if you are submitting an appeal against an Academic or Non-Academic misconduct outcome.

Please complete this form and submit it with any supporting documentation to:

student-conduct@glasgow.ac.uk

Please read the guidance at the bottom of this form. You are encouraged to contact the [Students’ Representative Council Advice Centre](https://www.glasgowunisrc.org/advice/about/) for support with submitting an appeal. You can find more information on submitting a conduct appeal [here](https://www.gla.ac.uk/myglasgow/studentconduct/conduct-appeals/).

|  |
| --- |
| **YOUR APPEAL** |
| **Please make sure you** **attach the Conduct outcome letter which contains the decision you are appealing.****You must indicate your grounds for appeal on the next page.** Please select all that apply and provide reasons for each. You can attach supporting documentation (eg, medical certificates or any other relevant documentation) along with your appeal. |
|  |
| **Please state the conduct decision which you are appealing (e.g. academic conduct penalty, or non-academic conduct sanction)** |
| **On what date were you informed by email about the decision that you wish to appeal?**  |

|  |
| --- |
| **GROUNDS FOR APPEAL** |
| **GROUND 1: You have new material evidence that you were unable, for valid reasons, to provide earlier in the process and which evidence is likely to have had a material bearing on a decision at the earlier stage** **(NOTE: Please make sure you attach this evidence to your appeal)** | Yes / No |
| REASON: |  |
| **GROUND 2: The applicable procedures have not been followed, to your material detriment** | Yes / No |
| REASON: |  |
| **GROUND 3:**  **The finding of misconduct or sanction(s) imposed at the earlier stage was clearly unreasonable** | Yes / No |
| REASON:  |  |

|  |
| --- |
| **What remedy or outcome do you seek as a result of this appeal?**(Note that some remedies are prevented by University regulations. Examples of this would be: an uncapped resubmission opportunity; resubmitting Honours work; or resubmission of work which is already a reassessment) |
|  |

**CHECKLIST**

|  |  |
| --- | --- |
| 1. I have **read and understood the relevant appeals procedure** (remember you can contact the SRC Advice Centre for support)
 | **Yes / No** |
| 1. I have **stated the grounds** under which I am appealing and given reasons for each ground.
 | **Yes / No** |
| 1. I have **stated the remedy I seek and I understand the remedies which are not possible.**
 | **Yes / No** |
| 1. I have attached the outcome letter I am appealing and relevant **supporting documentation**.
 | **Yes / No** |
| 1. I have **read the guidance at the bottom of this form** relating to factual statements and supporting documentation.
 | **Yes / No** |

**GUIDANCE**

* Your appeal should be written clearly, concisely and to the point. For example, you may find it useful to include a bullet-pointed list of all the points that you wish to raise.
* If your grounds of appeal relate to your belief that the process or handling of your case has been defective, or that the original decision was clearly unreasonable, then **you must** state the reasons why you believe that to be the case.
* If your grounds of appeal relate to new evidence which could not have been submitted earlier in the process, then **you must** explain why this evidence could not have been submitted earlier. You must also attach the new evidence to your appeal.
* For appeals against penalties for academic misconduct – you should focus on information that directly relates to the affected assessment/course or the decision that you are appealing against. For example, the Appeals Committee cannot take into account the impact of your results on your future employment prospects.

**SUPPORTING DOCUMENTATION GUIDANCE**

Students are permitted to submit evidence to support their appeal. This evidence should:

* Be in English or accompanied by a certified English translation;
* For documents:
	+ include a date that the document was issued;
	+ Show clearly the name of the organisation or individual responsible for issuing the document and contact details for that individual/organisation. For example, a doctor's letter should include the name of the doctor who wrote the letter, the surgery or hospital where they work, and their contact details;
	+ Show the whole document (one image per page if necessary);
* For email correspondence: provide a copy of the email in .msg format. Screenshots from your phone do not always include the necessary information such as dates and times, and may show only parts of a conversation. A complete conversation will give the Appeals Committee a more reliable understanding of the circumstances;
* For screenshots of social media or text messages: provide the date and time of the posts or messages;
* Do not submit fabricated or falsified documents. If a document is found to be fake or fraudulent then you will be referred to the Senate Student Conduct Committee, which may have serious consequences for your studies, including the possibility of being expelled from the University with no award.