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# FORM FOR SUBMISSION OF AN APPEAL

**AGAINST AN ACADEMIC MISCONDUCT OFFENCE**

***NB: Accompanying guidance notes on how to complete this submission form can be found on the*** [***webpage***](https://www.keele.ac.uk/students/academiclife/appeals-complaints-conduct/appeals/studentacademicmisconductappealsagainstdecisionsmadebyacademicconductofficers/#guidance-for-completing-your-academic-misconduct--appeal-form) ***where you downloaded this form.***

Before completing this form you must read the accompanying guidance notes on ‘How to complete the appeals submission form’. Failure to do this may mean that the form is incorrectly completed and could result in your appeal being turned down. This guidance includes information on who will see the information given on this form and any supporting evidence you give.

###### SECTION A Personal and Programme Information

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| **FAMILY NAME(S):** |
| **FORENAME(S)** |
| **STUDENT NUMBER** (as shown on Keele card): |
| **PROGRAMME OF STUDY:** |
| **UNDERGRADUATE OR POSTGRADUATE:** |
| **LEVEL OF STUDY:** |
| **LOCATION OF STUDY** (Please tell us if you are studying at a partner University. Leave blank if you are studying at Keele University itself)**:** |

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| **Date of notification of outcome of academic misconduct investigation:** |  |
| **Date of submission of your appeal:** |  |
| **If you are submitting your appeal after the 10-day deadline, you must give a reason as to why it should be accepted late:** |  |

**I am appealing against the decision of:**

**An Academic Conduct Officer (please complete Section B and Section D)**

**The Academic Misconduct Committee (please complete Section C and Section D)**

**SECTION B - GROUNDS OF APPEAL Please tick below the grounds for your appeal**

Procedural irregularity in the conduct of the original investigations of the Academic Conduct Officer.

Exceptional circumstances, providing that these circumstances can be substantiated and there is a valid reason why these were not made known at the time when the penalty was imposed.

**DETAILS OF APPEAL CASE**

In the box below, please provide a clear and concise statement of your case. Do not exceed the space provided, unless absolutely necessary. You are advised to seek help from Advice and Support at Keele (ASK) within the Students’ Union or the Student Services Centre in completing this, especially if there are circumstances that you do not wish to reveal to your School. Please include the dates of when the circumstances of your appeal occurred.

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**SECTION C - GROUNDS OF APPEAL Please tick below the grounds for your appeal**

Procedural irregularity prior to or in the conduct of the Academic Misconduct Committee meeting.

There is new evidence that can be substantiated, including exceptional circumstances, which were not known at the time and may have affected the outcome had it been known to the Committee and that there is a valid reason for not making it known at the time.

**DETAILS OF APPEAL CASE**

In the box below, please provide a clear and concise statement of your case. Do not exceed the space provided, unless absolutely necessary. You are advised to seek help from Advice and Support at Keele (ASK) within the Students’ Union or the Student Services Centre in completing this, especially if there are circumstances that you do not wish to reveal to your School. Please include the dates of when the circumstances of your appeal occurred.

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**SECTION D – SUPPORTING EVIDENCE**

Please list below the items of supporting evidence you are submitting to support your case.

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[ ]  **Please tick here to consent to the University processing any *sensitive personal* *data* you have provided in your appeal in accordance with the accompanying guidance and privacy notice.**

[ ]  **Please tick here to confirm that where you are providing personal and/or sensitive information *about another person*, you have told that person you are doing this and have told them how the information will be processed.**

Declaration: I declare that the information that I have given on this form and the accompanying documents is true.

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| Signed |  | Date |  |

**This form, with any evidence or supplementary statement that you have attached, must be sent to: The Student Appeals Complaints and Conduct Team, Student and Academic Services, Tawney Building, Keele University, Keele, Staffordshire, ST5 5BG. If you post the form you should send it by Recorded Delivery.**

**Email:** appeals@keele.ac.uk **Tel: 01782 733956**