# FORM FOR SUBMISSION OF AN APPEAL AGAINST THE IMPOSITION OF TEMPORARY EXCLUSIONS/RESTRICTIONS

###### **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)**:** |

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| --- | --- |
| **Date of notification of the outcome of the Risk Assessment Panel when the exclusions/restrictions were imposed upon you:** |  |
| **Date of submission of your appeal:** |  |
| **If you are submitting your appeal after the 14-day deadline, you must give a reason as to why it should be accepted late:** |  |

**SECTION B - Details of Appeal Case**

In the box below, please state which temporary restrictions/exclusions you are appealing against and provide a clear and concise statement of the reasons why. You are advised to seek help from Advice and Support at Keele (ASK) in the Students’ Union to complete this, especially if there are circumstances that you do not wish to reveal.

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**SECTION C – Supporting Evidence**

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

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| 1.2.3. |

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, must be sent via email to:** discipline@keele.ac.uk

How we will process your information

Please note, the information that you give in this statement, any supporting evidence, will be shared with the following:

* The investigating officer assigned to the case
* Members of Student Conduct
* Members of the Risk Assessment Panel
* The Director of Student Services and Success
* If there is a subsequent case for a grievance, it may be shared with the Legal, Governance and Compliance Team
* If there is a subsequent complaint made to the Office of the Independent Adjudicator (OIA), it may be shared with OIA staff handling the complaint
* If your programme is subject to Regulation B5, it may be shared with staff members dealing with fitness to practise procedures

Other than any necessary verification checks, your information will not be shared with any other third parties without your further consent.

Please note, the above may still apply if you are no longer a registered student.

Further privacy information

The University’s Student Privacy Notice can be found at:

<https://www.keele.ac.uk/legalgovernancecompliance/legalandinformationcompliance/informationgovernance/checkyourinformationisbeinghandledcorrectly/>