**Student Discipline Regulations:**

**Appeal against stage one decision**

* Use this form if you believe you have grounds for appealing against a decision made by a Plagiarism Officer, Student Discipline Panel or Fitness to Practise panel.
* See Section 2 for eligible grounds for appeal or consult [Senate Regulation 11: Regulations governing student discipline](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-11) (PDF)
* Appeals must be submitted to the Secretary of the Senate Student Discipline Committee ([studentconduct@le.ac.uk](mailto:studentconduct@le.ac.uk) within 10 working days of notification of the Stage One decision.
* Please ensure you submit a copy of the Stage One outcome from the Plagiarism Officer, Student Discipline Panel or Fitness to Practise panel with your appeal.
* Appeals submitted after the deadline will be deemed to be out of time and will not be considered unless you submit clear documentary evidence to demonstrate that you were prevented from submitting the appeal by the deadline;
* Advice about the appeals procedure and making your case can be obtained from the Advice Service, Students’ Union (+44 (0)116 223 1132, [advice@le.ac.uk](mailto:advice@le.ac.uk), [Advice Service website](https://www.leicesterunion.com/advice)). Note that the Advice Service cannot complete this form on your behalf.

**Section 1. Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number:** | Click here to enter text. | **Title** (Mr, Miss, etc) | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s)** | Click here to enter text. | **Family name/ surname** | Click here to enter text. |

| **Decision you are appealing against:** | Choose an item. |
| --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course name:** (e.g. BA English; MBA) | Click here to enter text. | **Course start date** (mm/yy): | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current year of study** (e.g. 1st)**:** | Click here to enter text. | **Personal Tutor/Supervisor:** | Click here to enter text. |

**Contact details for correspondence relating to your appeal** (note: communication will be via email):

|  |  |  |
| --- | --- | --- |
| Email address(es): | University email | Click here to enter text. |
| Alternative email (e.g. gmail) | Click here to enter text. |
| Telephone: | Click here to enter text. | |

**Note:** If the contact details you have entered above are new then please log in to your [**MyStudentRecord account**](https://srs.le.ac.uk/sipr/sits.urd/run/siw_lgn) to change them if you still have access. Your postal address, personal email address, telephone number and emergency contact details must always be kept up to date.

**Section 2. Grounds for Appeal**

**You may only appeal on the following grounds** [click relevant box(es) to select]:

a that there was procedural irregularity in the conduct of the consideration of the case at Stage One by the Plagiarism Officer, Student Discipline Panel or Fitness to Practise Panel;

**Evidence of procedural irregularities**

b that evidence put to the Plagiarism Officer, Student Discipline Panel or Fitness to Practise Panel was not fully and properly considered;

**Evidence not fully considered**

c that there was prejudice and/or bias and/or the appearance of prejudice and/or bias in the conduct of the Stage One process by the Plagiarism Officer, Student Discipline Panel or Fitness to Practise Panel;

**Evidence of prejudice or bias**

d that the decision was unreasonable;

**Decision unreasonable**

e that the penalty imposed was excessive;

**Penalty excessive**

f that there is new information to be put forward that was not known to the Plagiarism Officer, Student Discipline Panel or Fitness to Practise Panel and that there was good reason why this was not presented during the Stage One process.

**New evidence of significant mitigating circumstances**

**Section 3. Appeal Details**

Use the relevant box(es) below to **explain** **in full** the grounds on which your appeal is based.

* **Attach a copy of the letter notifying you of the penalty you wish to appeal**
* Describe in detail the circumstances you wish to raise
* Include documentary evidence to support your claim, where appropriate.

Note: the boxes will expand to accommodate your text

1. **Detailed description of your claim.**

|  |
| --- |
| Click here to enter text. |

1. **Relevant third party evidence to support your appeal**List the documents you are submitting with this form (e.g. correspondence, medical certificate, death certificate):

* If you are submitting medical evidence, this must be from a qualified medical practitioner.
* Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
* The evidence should be dated.

|  |
| --- |
|  |

1. **Explanation of why it was not possible to provide these documents at the Stage One process.**If there is no clear evidence for this your appeal may be rejected.

|  |
| --- |
| Click here to enter text. |

**Section 4. Checklist**

Click box to select

I have read and understand [Senate Regulation 11](https://le.ac.uk/policies/regulations/senate-regulations/senate-regulation-11). I understand that this appeal will initially be considered by the Academic Registrar or nominee, who will decide whether there eligible grounds for appeal and whether the appeal should be referred for further consideration by a member of the Senate Student Discipline Committee.

I have provided on/with this form **all** the information that I wish to be considered in relation to my appeal

**Section 5.Declaration**

*By submitting this form: I declare that the above information is accurate and true;*

*I confirm that the details of this appeal are complete and will be passed on to the relevant University staff considering my appeal;*

*In line with the* [*Student Information privacy notice*](https://www2.le.ac.uk/legal/privacy/student)*, I confirm that by providing information via the student discipline appeal process, I am providing consent for information to be shared for the purposes of the provision of student support;*

*I confirm have included relevant third party documentary evidence to support my case (where applicable).*

**Section 6.Submission**

Completed forms should be submitted to the Secretary of the Student Discipline Committee to be received before the expiry of the appeal submission deadline:

[studentconduct@le.ac.uk](mailto:qualoffice@le.ac.uk)

Secretary to the Student Discipline Committee

Student Conduct and Complaints Team

Fielding Johnson Building South Wing

University of Leicester

University Road

Leicester

LE1 7RH