**Academic Misconduct Appeal Form**

This form must only be used to submit an appeal, after you have received the outcome of your case from the Academic Integrity Panel conducted as part of the University’s *Academic Integrity Policy*.

Please complete the form in full and submit it to [conduct@bucks.ac.uk](mailto:conduct@bucks.ac.uk) **within 10 working days of receiving notification of the outcome from the Academic Integrity Panel**. All evidence to support your request should be included with the form, including the formal decision letter from the Panel. By submitting your request you are agreeing to any information and evidence you submit being shared as is necessary to process your Appeal.

# Personal Information

|  |  |
| --- | --- |
| **Surname:** |  |
| **First name:** |  |
| **Student ID:** |  |
| **Course Name:** |  |
| **Year of Study:** |  |
| **Email address:** |  |
| **Contact Telephone:** |  |
| **Date of appeal** |  |

# Other Information

|  |  |  |
| --- | --- | --- |
| **Are you registered with the University’s Disability Service?** | **Yes** | **No** |
| **Have you attached a copy of your outcome letter/email from the Academic Integrity Panel?** | **Yes** | **No** |

*Please note, if you have not attached a copy of your outcome letter there may be delay while the appropriate evidence is gathered.*

# Permissible grounds for an appeal (see over)

* That the procedures during the formal stage were not followed properly;
* That the decision-maker(s) reached an unreasonable decision;
* That the learner has new material evidence that they were unable, for valid reasons, to provide earlier in the process;
* That there is bias or reasonable perception of bias during the procedure;
* That the penalty imposed was disproportionate, or not permitted under the procedures.

|  |  |  |
| --- | --- | --- |
| Ground(s) | Student Statement outlining why you feel that you have grounds for raising an appeal. Please note that grounds must be evidenced. You may not appeal any decision that relates to academic judgement. | Evidence to support grounds, including how *each* piece of evidence relates to the information in your statement. |
| The procedures during the formal stage were not followed properly (procedural irregularity) |  |  |
| The decision was unreasonable |  |  |
| New evidence which was unable, for valid reasons, to be provided earlier in the process |  |  |
| Bias or reasonable perception of bias during the process |  |  |
| Disproportionate or not permitted penalty imposed |  |  |

# Additional Guidance for Students

## Advice and support

You are strongly recommended to contact the **Students’ Union Advice Centre**, as they will be able to support and advise you in appealing the decision. You can contact them at either the High Wycombe or Uxbridge Campus offices. For more information about services and opening times, visit the [Bucks Students’ Union Advice webpage](https://www.bucksstudentsunion.org/support/advice/), email [SUAdvice@bucks.ac.uk](mailto:SUAdvice@bucks.ac.uk) or call 01494 603016.

## What happens once you have submitted your appeal?

* An initial assessment will be undertaken by Academic Registry to confirm that:
  + Your appeal has been submitted within the permitted timescale, and
  + You have cited appropriate grounds for your appeal

The appeal will be **allocated for review** to an appropriate senior member of staff who has not been involved at any previous stage. Otherwise your appeal will be **rejected**.

* Where an issue is identified which is considered by the reviewer to have had a substantive impact on the original decision the appeal will be **upheld** and your case will be **referred back** to the Academic Integrity Panel for reconsideration. The Panel will also receive reasons why the appeal has been referred back and a recommended outcome where this is considered appropriate. This decision will be communicated to you in writing along with an explanation of the next steps in the process and the likely timeframe.
* Where an appeal is rejected (because it did not correspond to one or more of the grounds above) or is accepted and subsequently **not upheld**, this decision will be communicated to you in writing by issuing a Completion of Procedures (CoP) letter outlining the reasons for the decision.

# Complaint to the Office of the Independent Adjudicator

* If you are still unhappy with the outcome after all the University’s internal procedures have been completed (via receipt of a CoP letter) you may complain to the Office of the Independent Adjudicator for Higher Education (OIA).
* Any complaint to the OIA must be submitted within 12 months of the date of the Completion of Procedures letter. The OIA will not normally consider complaints which have not followed the University’s procedures through all stages, including appeal.