**ACADEMIC MISCONDUCT APPEAL FORM**

**STRICTLY PRIVATE AND CONFIDENTIAL**

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| IMPORTANT – PLEASE READ THIS SECTION CAREFULLY You may only request a review if you are dissatisfied with the outcome of an Academic Misconduct Meeting or an Academic Misconduct Panel Hearing.  Whilst the review is being conducted you must continue to abide by the decision of the Assessment Board, including completion of any reassessment (re-sit) requirements specified by the Board, pending the outcome of your case.  The regulations regarding requests for review (appeals) can be found in Section 10 of the Handbook of Academic Regulations, which is available online at <https://www.westminster.ac.uk/current-students/guides-and-policies/academic-matters/academic-regulations>  **You are strongly advised to seek guidance from the Students Union Advice Team before you submit your appeal.**  **Incomplete forms will not be investigated**  **1. Failure to adhere to these guidelines will result in your request for review being dismissed.** 2. The appeal should be submitted within 10 working days of the date of the decision being appealed. **3. The Deputy Registrar, Quality and Standards** **will consider the appeal and make one of the following determinations:**  i) **that one or more of the grounds for appeal have been met,** in which case the appeal is upheld and the case will be referred back to either the Academic Misconduct Meeting or the Academic Misconduct Panel Hearing, as appropriate, to be considered afresh. The Deputy Registrar, Quality and Standards may also make recommendations to the Meeting or Panel Hearing.  ii) **That neither ground for appeal has been met,** in which case the appeal is rejected and the University’s internal procedures will be complete.  **4. Following the completion of the University’s internal procedures, you will be issued with a Completion of Procedures letter, which you can use to apply to the Office of the Independent Adjudicator (OIA) for an external review of the appeal. Information of the OIA’s procedures are available online:** [**www.oiahe.org.uk**](http://www.oiahe.org.uk/)  **A final decision will be made solely on the details on this form and the evidence submitted.** |

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| SECTION 1 - YOUR DETAILS **Full name:** ………………………………………………………………………………………………………….  **Student Registration Number:** ……..…………………………………..………………………..……………..  **College:** ………………………………………………………………………………………………..……………  **School:** ………………………………………………………………………………………………………………  **Course Title:** …………………………………………………………..…………………….……………………..  **Modules affected:** ……………………………..………………………………………………..………..………..  **Date of academic misconduct outcome letter:** ….…………………….……..……………………………….  **Are you sending your appeal within the 10 day deadline:** Yes No  **If no, please explain why you were unable to meet the deadline:** ………………………………………  ………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………….. |

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| **SECTION 2 – GROUNDS FOR APPEAL**  **Please indicate by ticking the boxes below the grounds under which you are making your appeal:**   1. that new evidence has become available which has a direct bearing on the case which was not, and which could not reasonably have been made available at the time the case was considered; or 2. that there has been material irregularity in the conduct of the academic misconduct process.   ‘Material irregularity’ means the University has not acted in accordance with its own regulations or procedures, or has not acted with procedural fairness, and that this failing on the part of the University is so significant that it has had a material impact on the outcome. I.e. had it not been for this failing the outcome would probably have been substantively different. |

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| **SECTION 3 – EVIDENCE**  **Please list below any new evidence you are enclosing with this appeal application which was not previously available.**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 4 – STATEMENT**  **You must clearly state reason why you are requesting a review and give specific details of the alleged irregularity. Please continue on a separate sheet if necessary.**  **Please be assured that any information you give us will be treated sensitively and in the strictest confidence.** |

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| **SECTION 5 – DECLARATION**  Please ensure that you have completed all sections of this form and then return it to:  **Academic Standards** Academic Registrar’s Department **University of Westminster**  **Cavendish House**  **101 New Cavendish St.**  **London W1W 6XH**  **Email: academicstandards@westminster.ac.uk**  Your request for review of an academic misconduct decision will be acknowledged in writing.  **Important:**   * This form and supporting evidence can only be considered if it is submitted to the above office. * This form must be received within 10 working days of the date of the decision being appealed. * Make sure that you keep a copy of this form and all evidence submitted.   **Please sign and date the form after completing the following checklist:**  Have you selected the grounds you are appealing under?  Have you included all documentary evidence to be considered?  Have you explained why you are submitting an appeal?  Is your claim being submitted within the deadline? If not have you explained why? Name: …………………………………………………………………….. Date: …………….……………... |