# Appendix 3: Academic Discipline Appeal Request Form

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| Form Guidance:  This form should only be used to make an appeal against an Academic Discipline decision made at Stage 2 by the Academic Conduct Panel (ACP).  The student concerned should complete this form and send this to the Registrar within 10 working days of receiving written notification of an academic misconduct decision; appeals received after this time will not be considered.  The student should attach any evidence supporting and submit this at the same time they submit this appeal form to the Registrar. | | | | |
| Student Name: | | |  | |
| Email Address: | | |  | |
| Course: | | |  | |
| Registration (Intake) Year: | | |  | |
| Which unit and assessment does this appeal relate to? | | |  | |
| What are your grounds for appeal? Please check (X) the relevant box: | | | | |
| The academic misconduct procedures were not followed properly. | | | |  |
| The decision of the ACP was unreasonable considering the evidence presented. | | | |  |
| I have new and relevant material evidence or information that I was unable, for valid reasons, to provide earlier in the process. | | | |  |
| There was bias or reasonable perception of bias during the procedure. | | | |  |
| The penalty imposed was disproportionate, or not permitted under the procedures. | | | |  |
| What outcome are you seeking? | | | | |
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| Please provide a supporting statement to explain the reasons for your appeal and why you think the academic misconduct decision should be changed. | | | | |
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| What evidence have you submitted in support of your appeal?  Please note that all evidence must be genuine – any evidence that is found to be fraudulent will be considered a serious offence and referred to the Student Code of Conduct & Disciplinary Procedures. | | | | |
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| **Disability, Specific Learning Difficulties or Long-term Health Conditions**  **Are you Disabled or do you have a Specific Learning Difficulty (such as Dyslexia) or a long-term health condition that you believe is relevant to your appeal?**  **(Please select (X) the relevant option.)** | | | | |
|  | **No, I do not.** | | | |
|  | **Yes, I do** | | | |
| **If you have selected “Yes, I do” please give further details below:** | | | | |
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| **Declaration – Please read and sign before submitting this form:** | | | | |
| By submitting this form, you agree to the following:   1. Privacy Notice   The University College of Osteopathy (UCO) is the Data Controller in respect of the personal data you provide via this form. The UCO is registered as a Data Controller with the Information Commissioner’s Office (ICO) and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the UCO’s Data Protection Policy. The UCO will use the data you provide to investigate your appeal. The content of your appeal will be shared with relevant UCO staff as appropriate to facilitate this investigation.  Your appeal data will be retained by the UCO until the conclusion of your studied plus 6 years. The data will be stored securely by the UCO and will not be shared with any third parties; the exception being if you refer a matter to the Office of the Independent Adjudicator, there may be a need to share personal data with them to respond accordingly. If you have any queries about this privacy notice or the processing of your personal data in managing the appeal process, please contact the Registrar: E-mail: [Registry@uco.ac.uk](mailto:Registry@uco.ac.uk). For further information about the processing of your personal data by the UCO and your data subject rights please see the Student Privacy Notice.   1. False Claims   Submission of false or fraudulent documentation is an offence and will be dealt with under the UCO’s Student Code of Conduct and Disciplinary Procedures. The UCO reserves the right to check on the validity of the document(s) submitted by contacting the third party directly. | | | | |
| Your Name: | |  | | |
| Date: | |  | | |
| Please submit your completed form to the Registrar with any evidence to support your appeal attached.  If you require assistance or guidance to complete this form, please contact [studentsupport@uco.ac.uk](mailto:studentsupport@uco.ac.uk). | | | | |