**Academic Offence Appeals**

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| **Please complete this form in full and send to** [**appeals@essex.ac.uk**](mailto:appeals@essex.ac.uk) |

* Appeals must be submitted within **ten working days** of the date on which notification of the decision was confirmed to you in writing. This is normally sent to your University of Essex email address.
* Before you complete the attached form please ensure that you have read [the Academic Offences Procedures and guidance](https://www.essex.ac.uk/student/exams-and-coursework/academic-offences-appeals).
* We strongly encourage any student who is thinking about submitting an appeal to seek advice and guidance from [SU Advice](http://www.essexstudent.com/advice).
* If you require any further information, please contact the [Student Progress Team](https://www.essex.ac.uk/student/professional-services/student-progress-team) ([appeals@essex.ac.uk](mailto:appeals@essex.ac.uk)).

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| **PRID / Registration Number** |  |

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| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Contact Telephone** |  | |
| **Contact Email** *(please use University email address where possible)* |  | |
| **Correspondence Address** |  | |

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| **Department/ School** |  |
| **Course** |  |
| **Year of Study** |  |

**Details of Your Appeal**

There are limited grounds that you can submit an appeal against. In this section, please explain what you are appealing against and confirm the grounds that your appeal is based on.

The “Initial Adjudicator” is the person or Committee that made the decision about your case.

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| **What is the penalty against which you are appealing?** | |
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| **The following are the only valid grounds for submitting an Academic Offences Appeal.**  **Please mark an “X” next the grounds upon which your appeal is based.** | |
| 1. **I have new information or evidence that will affect the outcome of the case**   *“There is new evidence, which for good reason was not previously available to the Initial Adjudicator, which might have materially affected the outcome”*  When submitting your appeal, please explain why the new information or evidence was not available during the initial investigation and consideration of your case. The “Initial Adjudicator” is the person or Committee that made the decision about your case. | ☐ |
| 1. **The University did not follow the Academic Offences Procedures correctly when considering your case, and this led to an unfair decision against me.**   *“The Initial Adjudicator did not follow the Academic Offences Procedures which disadvantaged the student’s case”*  When submitting your appeal, you should fully explain what aspect of the Academic Offences Procedures have not been followed, and explain how this impacted on the outcome/penalty that you have been given. | ☐ |
| 1. **The Adjudicator / Committee was not impartial when considering my case**   *“There is evidence of prejudice and/or bias during the procedures”*  When submitting your appeal, you should fully explain your reasons for believing that the Adjudicator / Committee were bias against you, and how this impacted the outcome of the case. | ☐ |
| 1. **I did not commit an academic offence**   *“On the balance of probabilities, the facts of the case did not justify the decision that the student had committed an academic offence”*  When submitting your appeal, please explain why you do not regard your case to warrant an academic offence. Please note that Section 1 of the Academic Offences Procedures sets out the expectations that the University has on all its students’ with regards to academic integrity and an academic offence is regarded as any failure to meet these expectations. Section A also provides a list of common examples of academic offences, but it is not an exhaustive list. | ☐ |
| 1. **The penalty imposed against me was unfair / too harsh**   *“The penalty imposed by the Initial Adjudicator was unreasonable with regard to all the circumstances of the case”*  When submitting your appeal, please explain why you regard the penalty as unreasonable, unfair or too harsh. Please note that Academic Offences Procedures include a set of *Guidelines for Penalties for Undergraduate and Postgraduate Taught Students* that Adjudicators and Committees are encouraged to consider when determining a penalty. | ☐ |

**Appeals Statement**

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| **Please give the reasons for your appeal and any other explanation/information that may be relevant.** |
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| **Please explain the outcome that you are seeking:** |
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**Supporting Evidence**

You should submit all and any evidence that you have in support your appeal at the same time that you submit your appeal form.

There is not normally another opportunity to provide further evidence after your appeal has been submitted.

The more evidence that you are able to provide, the more likely it is that your appeal may be upheld.

Appropriate evidence may include, but is not limited to:

* Medical certificate/hospital letter
* Death certificate/order of service
* Copies of written correspondence with the University or external organisations
* An evidence pro-forma from Student Support

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| **Please provide a list of the evidence that you are providing alongside your appeal:** |
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| **Please mark an ‘X’ if applicable:**  I have had contact with Student Support about the matters discussed as part of this appeal and I give my permission for Student Support to release information held about me for the consideration of my appeal: | ☐ |

**Declaration & Signature**

Please check the declaration and statement before providing your signature. If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box

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| I confirm that the information given in this form is true to the best of my knowledge: | ☐ |

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| **Signature:** |  |
| **Date:** |  |