**Appeal Form**

**To appeal against a decision of a Conduct Investigator or a Student Conduct Committee**

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

This form should be used by those who reported an allegation, or an allegation was made against you, to appeal a finding, penalty or order given by the Conduct Investigator or a Student Conduct Committee.

Before you complete this form please read the [Code of Student Conduct](https://www.essex.ac.uk/student/values/code-of-student-conduct) online. Appeals must be submitted electronically within **ten working days** of the date of the letter containing the outcome of conduct proceedings. If you are handwriting this form, please use **black ink.** You are encouraged to contact [SU Advice](http://www.essexstudent.com/advice) if you need help in completing this form.

Once completed, please send the form to [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk) as an attachment (either a Word document or a PDF). If you are unable to submit the form by email, you can print this form and hand it in at the [Student Services Hub](https://www.essex.ac.uk/student/advice-and-support) on your campus.

**What happens next?**

You will receive confirmation from the Student Progress Team when your appeal form has been received.

Upon receipt of an appeal, the Academic Registrar or nominee will decide whether or not the grounds set out in the appeal form have met the published criteria. You will be informed of the Academic Registrar or nominee’s decision, within ten working days from receipt of the appeal.

You will be notified if the other party to a case has appealed and the grounds on which they have appealed. You will be kept informed of the progress of the appeal and whether the decision of the Conduct Investigator or Student Conduct Committee is amended.

The University will aim to complete the appeal proceedings within 20 working days from receipt of your appeal form and supporting evidence

More information on what happens next, and access to the Code, can be found on the [University website](https://www.essex.ac.uk/student/values/code-of-student-conduct).

**Advice, Guidance & Support**

If you have any questions about this form or the Code of Student Conduct, please contact the Student Progress Team (Student Conduct) by email at [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk)

All students involved in procedures under this Code can obtain confidential advice and assistance from the [Student Wellbeing and Inclusivity Service](https://www.essex.ac.uk/student/professional-services/student-wellbeing-and-inclusivity-team), by email at [wellbe@essex.ac.uk](mailto:wellbe@essex.ac.uk) or by telephone on 01206 873133.

Students can also obtain confidential, independent and impartial support from their Students’ Union via [SU Advice](https://www.essexstudent.com/advice/), who are able to provide you with a named advisor who will meet with you and support and guide you throughout the process. Please visit their website at [www.essexstudent.com/advice](http://www.essexstudent.com/advice) for contact information and opening hours on your campus.

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| **PRID / Registration Number** |  |

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| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Contact Telephone** |  | |
| **Contact Email** |  | |
| **Correspondence Address** |  | |

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| **Department / School** |  |
| **Campus** |  |
| **Course** |  |

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| **What is the decision against which you are appealing?** |
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| **What outcome are you seeking?** |
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| **Were you the reported student or complainant in the case to which this appeal relates?** |
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| **Please mark an ‘X’ next to the grounds upon which your appeal is based.** | |
| There is new evidence, which for good reason was not previously available to the Conduct Investigator or the Student Conduct Committee, which might have materially affected the outcome |  |
| The Conduct Investigator or Student Conduct Committee did not follow the procedures in this Code which disadvantaged your case; |  |
| There is evidence of prejudice and/or bias in the investigation and/or the decision making; |  |
| On the balance of probabilities, the facts of the case did not justify the decision reached; |  |
| The penalty imposed by the Conduct Investigator or Student Conduct Committee was disproportionate with regard to all the circumstances of the case, or not permitted under this Code. |  |

| **Appeals Statement**  Please give the reasons for your appeal and any other explanation/information that may be relevant. |
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| **Supporting Evidence:**  You should provide evidence to support your appeal. All evidence will be treated in the strictest of confidence and original documents will be returned to you.  Please note that failure to substantiate your appeal with evidence may result in your appeal being dismissed. |
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| I have attached the following evidence: |
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Please email your supporting evidence to us at [studentconduct@essex.ac.uk](mailto:studentconduct@essex.ac.uk)

**Declaration & Signature**

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| By signing this form I declare that the information given in this form is true to the best of my knowledge and I understand that if I have not provided evidence in support of my appeal, it may be dismissed. |  |

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

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box*