

RAU STUDENT DISCIPLINARY APPEAL FORM

This form is to be completed for appeals to be dealt with under the Student Disciplinary Procedures. The completed form should be sent via e-mail to: conduct@rau.ac.uk

You must submit notification of your intention to appeal within 10 working days of the formal notification of the decision you are appealing against.

Independent help and advice about completing this form can be obtained from the Students' Union.

The Student Disciplinary Procedure is available [here](#).

DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT	
Name:	Student Number:
Programme:	Level of study (3, 4, 5, 6, 7 or 8):
Centre/Partner College:	Year of Study:
Date of Panel/Summary Hearing:	
Date of Outcome Letter:	
Addresses for correspondence in connection with your appeal:	
Postcode:	
Telephone Number:	
University email:	
<i>Please note: unless your account has been deactivated RAU will send emails to your University email account only.</i>	

Please indicate which Panel decision you are appealing against:
<input type="checkbox"/> the decision regarding the disciplinary matter <input type="checkbox"/> one or more of the sanctions applied <input type="checkbox"/> the decision <u>and</u> one or more sanction
If you are appealing against one or more sanction please indicate which sanction you are appealing against? <i>(For example, sanctions may include expulsion, suspension, withdrawal of access.)</i>

An appeal can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box:	
A. that new and relevant evidence is available which, for good and reasonable cause, was not available to the Centre Head or Hearing Panel (as the case may be) at the earlier stage of this Procedure. (Exceptional circumstances are needed to explain why any evidence could not have been made available);	
B. that there was a relevant and significant defect, error or mistake in the conduct of the earlier stage of this Procedure which casts reasonable doubt on the decision reached by the Centre Head or Panel hearing (as the case may be) in that the decision might have been different if the defect, error or mistake had not occurred;	
C. that the decision reached at the earlier stage of this Procedure is manifestly unreasonable. In this context, unreasonable will be taken to mean perverse, i.e. the decision was not one that a similar process might have reached.	

In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the decision or penalty at the previous stage of the Procedure.
<p>Ground A <i>Please list the documentary evidence you intend to use, and clearly explain why this was not available at an earlier stage of the procedure and the relevance of the evidence to your appeal (include relevant documents with your submitted appeal, or indicate to follow with timescale for their availability).</i></p>
<p>Ground B <i>Please explain why you believe that there was an ‘irregularity’ in the Procedure in how your case has been considered at a previous stage of the process and how you believe this has affected the outcome (include relevant documents with your submitted appeal, or indicate ‘to follow’ with timescale for their availability).</i></p>
<p>Ground C <i>Please explain why you believe the outcome reached at an earlier stage was ‘manifestly unreasonable’ and the evidence you wish to use to support this (include relevant documents with your submitted appeal, or indicate ‘to follow’ with timescale for their availability).</i></p>

Please list all documentation/evidence you have appended in support of your appeal:
<ol style="list-style-type: none"> 1. 2. 3.

Request for extension to acquire further information

Should you require further time to acquire additional documentary evidence you can make a request here. To do this you must state:

- the precise nature of the documentation to follow,
- the grounds for appeal it relates to,
- the reason that it is not currently available,
- the date by which you will be able to submit the document

Declaration (you must complete this section)

I declare that the information given in this form is accurate, the supporting evidence is genuine, and that I have read and understood the relevant Procedures.

Name:

Date:

E-mail the completed form to: conduct@rau.ac.uk

An officer of the University will review your appeal to confirm you have submitted your appeal in time, and have established allowable grounds with appropriate and relevant evidence.

- The Students' Union can offer you independent advice on this
- The University offers a Wellbeing service which may be able to offer you support at this time - Call Health Assured's FREE 24/7 Student Wellbeing Helpline on 0800 028 3766 or download the app (RAU code: MHA292867)