**Non-Academic Misconduct Appeal Form**

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| **ESSENTIAL INFORMATION** |
| **Completing your appeal**   * It is essential that you consult the Conservatoire’s Non-Academic Misconduct Policy (and its procedures) before completing this form, as it explains the non-academic misconduct appeal procedures, including the grounds upon which an appeal can be made, potential outcomes, and relevant timescales. * This form should be used for making an appeal against the decision of a Misconduct Panel and should be submitted to the Principal of the School via email.   **Deadline for lodging an appeal**   * This form is to be submitted within 14 days of the date of written notification of the Misconduct Panel decision against which you wish to appeal. * Appeals which are submitted after this deadline may not be considered. Please consult the Non-Academic Misconduct Policy and accompanying Guidance.   (see <http://www.cdd.ac.uk/policies/student-related-policies/> for further information)  **Authorisation of the appeal submission**   * Appeal forms submitted on behalf of a student by a third party must be signed by the student to whom the Misconduct Panel decision pertains as authorisation that they consent to the processing of their appeal and the information contained within it, under the Non-Academic Misconduct Policy. |

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| **SOURCES OF ADVICE AND GUIDANCE** |
| You may contact a member of staff in your School who looks after student support and welfare, for support and guidance with deciding whether to make an appeal. Additionally, you may contact the Quality Assurance Manager or the Assistant Registrars in the Shared Services of the Conservatoire by emailing [qualityoffice@cdd.ac.uk](mailto:qualityoffice@cdd.ac.uk), for impartial support and guidance with completing the form. Neither School nor Shared Services staff can advise you as to whether you should make an appeal as that is a decision for you, but they can assist you with understanding the appeals process and procedures.  You can find the Non-Academic Misconduct Policy and the Student Guide to the policy at the following link: <http://www.cdd.ac.uk/policies/student-related-policies/> |

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| 1. **Your Details** | |
| Full Name |  |
| Student Number |  |
| Programme of Study |  |
| Undergraduate / Postgraduate |  |
| CDD School |  |
| Year of Study (eg 1, 2 or 3) |  |
| Level of Study (eg Level 4, 5, 6 or 7) |  |
| Personal Tutor / Supervisor |  |
| Contact Address |  |
| School Email Address |  |
| Alternative Email Address |  |
| Contact Telephone Number |  |

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| 1. **Your Appeal** |
| Please indicate the criteria under which you are making your appeal. You may make your appeal under more than one criteria, but must make it under at least one of the criteria in the table below.   |  |  | | --- | --- | | **Please tick all the criteria under which you are making your appeal** | | |  | * + 1. There has been procedural irregularity i.e. that some rules or procedures were not applied correctly | |  | * + 1. There was prejudice or bias on the part of a decision-maker | |  | * + 1. The decision(s) is/are unreasonable and/or the sanction or outcome disproportionate | |  | * + 1. There is new evidence that is also material to the case, which the student can demonstrate was for good reason not previously available, and sufficient evidence remains that this warrants further consideration by a Misconduct Appeals Panel |   When submitting your appeal, you should include all relevant evidence that you wish to have considered in support of your appeal. You should also include a clear explanation of why you believe your case meets the ground(s) upon which you are making your appeal, and why your case merits further consideration. |
| **Name:** |
| 1. **Your Appeal Statement** |
| Use this section to provide your explanation of how your case meets the ground(s) upon which you are appealing. Please clearly address each ground in turn, and when reporting events it is helpful to provide these in chronological order if you can. |

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| 1. **Supporting Evidence / Documentation** | |
| If you are submitting supporting documentation/evidence with your appeal, please list below each piece of documentation you are including with this form as your appeal. There is no limit to the number of documents you can submit in support of your appeal, but you should ensure all documentation submitted is relevant, and listed below. | |
| **No.** | **Title/Description of documentation** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

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| 1. **Declaration** |
| I have read and understood the School’s Non-Academic Misconduct Policy.  I confirm that all of the information I have provided in this form, and have submitted with this form in support of my appeal, is complete, accurate and true. I understand that submitting false statements or representation in support of my appeal constitutes a misconduct offence under the Non-Academic Misconduct Policy.  I agree that my appeal may be disclosed to relevant members of the School and the Conservatoire for Dance and Drama to the extent necessary for its consideration.  I authorise the Appeal Reviewer of this appeal, and (if appointed) the Misconduct Appeals Panel, to consider this appeal submission and any relevant information held by the School to the extent necessary for the consideration of my appeal.  I give permission for the School and the Conservatoire to seek verification of the authenticity of any statements or evidence provided with this appeal.  Student signature:  Date: |