CONFIDENTIAL

**QUEEN’S UNIVERISTY BELFAST**

**Appeal to the Academic Offences Committee**

This form is for students seeking to appeal a decision made by an Academic Offences Officer.

**Appeals must be submitted within ten working days of the notification of the decision of the Academic Offences Officer.**

Please submit the form by email to [appeals@qub.ac.uk](mailto:appeals@qub.ac.uk), or send to the Appeals, Conduct and Complaints Team, Level 6, Administration Building, Queen’s University Belfast, BT7 1NN.

All sections of this form must be completed.

You must attach all evidence in support of your appeal and list each item of evidence in Section 3 of this form. **It is your responsibility to ensure that all the supporting evidence which you wish the Academic Offences Committee to consider is attached to this form.**

Evidence must be provided in English. Any evidence which is not in English must be accompanied by a certified translation.

Only the documentation included in your appeal and submitted by the deadline will be considered.

**Please read:**

1. [Academic Offences Regulations](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AppealsConductandComplaints/AcademicOffences/AcademicOffencesRegulations/);
2. [Academic Offences Procedures](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AppealsConductandComplaints/AcademicOffences/AcademicOffencesProcedure/); and
3. [General Provisions](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AppealsConductandComplaints/GeneralProvisions/).

You are advised to contact [SU Advice](https://qubsu.org/AdviceSU/)for guidance and support in completing this form. SU Advice operate three drop-in sessions per week, Tuesday, Wednesday and Friday – 11.30 am to 2.00pm. They are situated on the third floor of One Elmwood.  SU Advice will be able to provide independent advice on all University processes and regulations.  You can also send an email to [su.advice@qub.ac.uk](mailto:su.advice@qub.ac.uk).

If you encounter any issues or if you require this form in an alternative format, please get in touch via [**appeals@qub.ac.uk**](mailto:appeals@qub.ac.uk)**.**

**SECTION 1 - DETAILS**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Student Number:** |  |
| **School:** |  |
| **Email Address:** |  |
| **Relevant Module(s):** |  |
| **Relevant Assessment(s): \*\*e.g. Coursework Title / Examination name and date\*\*** |  |
| **Decision of the Academic Offences Officer that you are appealing:** |  |

**SECTION 2 - GROUNDS OF APPEAL**

Please consider carefully the ground(s) on which you are making an appeal and indicate as appropriate. An appeal will NOT be considered unless it is made on one of the permissible grounds as follows:

|  |  |
| --- | --- |
| 1. Substantial and relevant new evidence has become available which you could not reasonably have obtained in time to present for consideration by the Academic Offences Officer, which has had a material effect on the outcome, making it unsound. |  |
| 1. There was a procedural irregularity in the conduct of the investigation and/or in the decision of the Academic Offences Officer which has had a clear and demonstrable impact on the outcome. |  |

**Please provide full details of the circumstances relevant to each ground of appeal, using bullet points to address each element of the ground of appeal.**

|  |  |
| --- | --- |
| 1. **Substantial and relevant new evidence which could not have been obtained, which had a material effect on the outcome, making it unsound:** | |
| What is the evidence?  How it is substantial and relevant?  Why could it not have reasonably been obtained in time?  How has it had a material effect on the outcome, making it unsound? |  |
| 1. **Procedural irregularity in the conduct of investigation / decision of the Academic Offences Officer which had a clear and demonstrable impact on the outcome:** | |
| What is the procedural irregularity?  Is it in the conduct of the investigation, or in the decision of the Academic Offences Officer?  What is the clear and demonstrable impact on the outcome? |  |

**SECTION 3 – EVIDENCE & OUTCOME SOUGHT**

|  |  |
| --- | --- |
| **List names and email address of any witnesses in support of your appeal** |  |
| Witness statements should be provided on the [Witness Statement Form](https://forms.office.com/Pages/ResponsePage.aspx?id=6ner6qW040mh6NbdI6HyhhVWg6SaU8xAk5If3cFrhgZUMVBaUkZNNE5YU0pHWU5UTkFHTE1DUkRJRy4u) | |
| Please provide the following document with your appeal:   1. Decision Letter of the Academic Offences Officer | |
| **Please list all other evidence submitted in support of your appeal** |  |

**Outcome Sought: \*\*Please clearly outline the outcome that you are seeking on appeal\*\***

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **SECTION 4 - CHECKLIST AND DECLARATION** | |
| **Have you checked, signed and dated your Appeal Form?** | YES/ NO |
| **Have you completed all sections, and selected grounds of appeal?** | YES/ NO |
| **Have you attached all supporting evidence to your Appeal Form?** | YES/ NO |
| **Declaration:**  The information on this form and any supporting evidence submitted by you will be used to consider the appeal and will, therefore, be disclosed to your School, any other relevant / appropriate departments e.g. Accessible Learning Support/ Student Wellbeing Service, and the Academic Offences Committee.  By signing this form, you are declaring that:   * you have read and understood the Academic Offences Regulations, the Academic Offences Procedure and the General Provisions; * to the best of your knowledge, this form contains a complete and accurate account of your situation; * you consent to this information and supporting evidence being disclosed to the members of staff involved in the Academic Offences Procedure; * any witnesses listed are aware that you have identified them as witnesses, and have consented to being contacted by the University; and * you are fit to engage with the Academic Offences Regulations and Procedure. If you believe that you are not fit, you should contact [appeals@qub.ac.uk](mailto:appeals@qub.ac.uk).   Provided that the information has not already been disclosed as set out above, if you wish to withdraw consent to any information being disclosed, you may do so at any time by sending an email to [appeals@qub.ac.uk](mailto:appeals@qub.ac.uk)  **Using Personal Information**  The information you provide is to facilitate your appeal in line with the Academic Offences Regulations and Procedure.  Our lawful basis to process your information is under Article 6(1)(e) completion of a public task.  We will hold your information securely and in line with our retention schedule. To find out more about how we manage your information and your rights please visit <https://www.qub.ac.uk/privacynotice/OtherAreas/ListofOtherPrivacyNotices/PrivacyNotice-General.html>  **By submitting this form, you are giving us permission to perform these actions.**  Signed:Date: | |