

Misconduct Appeal

This document talks you through the misconduct appeal form, how to fill it out fully and what to expect after your submission.

It is advised if you are pursuing a misconduct appeal that you follow the links provided and familiarise yourself with regulation A3-2 Student Conduct Procedure.

Links: [Academic Regulations | Academic Governance | RGU](#)

[Student and Applicant Forms | Academic Governance | RGU](#)

Important: you will have 10 working days from the date that you received your hearing outcome to submit an appeal

Form part 1 - Introduction

- This is just your name, contact details, student number and course information

Form part 2 – Decision you are appealing

- What was the original allegation?
- What was the outcome of your hearing?
- Give as much detail as possible

Form part 3 – Grounds of Appeal

- First ground is if there has been a significant irregularity or administrative error on the side of the university which has led to an unfair decision
- The next ground is insufficient evidence to substantiate the allegation
- The next ground is information not known to the dean at the time of the hearing
- The following ground is if the sanction is disproportionate to the allegation (e.g. too harsh)
- The final ground is if the criteria when deciding a sanction hasn't been followed
- You can meet more than 1 ground if you feel multiple are relevant for your case

Form part 4 – Admittance of Misconduct

- The form then asked if you have admitted the misconduct – if you have then you can only appeal the sanction but if you haven't then you can appeal both the sanction and the fact misconduct was established

Form part 5 – Statement and Evidence

- This is where you will detail your case – you will need to be as specific as you can including dates, places, what you did and how you did it. You will also need to include why you feel the sanction is unfair (if this is relevant)
- If you struggle to write a statement, try to set everything out in a bullet point timeline list or try and write small sections and bring them all together for the final draft
- You will also need to refer to evidence throughout your statement and include evidence documents as part of your appeal (your evidence documents will be attached to your email with your appeal form and could be formatted in a word document/pdf/etc....)
- Evidence can include medical paperwork, emails, university support letters, teams records, witness statements, etc.... The only evidence that you won't be able to include are photographs of physical injuries/conditions and funeral programmes
- Don't worry about making your statement too long or including lots of evidence – just make sure you have included all the relevant information you can alongside their supporting evidence

Form part 5 – Remaining boxes

- Underneath the statement box you are asked what your desired outcome is – you just need to put what you hope to achieve from the appeal there
- You are next asked to provide a list of the evidence that you are including in your appeal – remember you aren't limited to the 3 bullet points in the form, you can have less or more (depending on your situation)
- The final part you need to remember is just to date the form at the bottom.

Submission

- Follow the links provided and submit your final form to your school email address listed on the website
- You will receive an automatic response letting you know your appeal has been received and you can expect a response in roughly 10 - 20 working days. This could be sooner or longer depending on when the next assessment board sits
- If your appeal has not been upheld, there are no more appeal opportunities for your module affected by the academic misconduct