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| **Appeals against academic malpractice penalties imposed by Schools** | big_logo_new |

*You should read the Procedure on Cheating, Plagiarism, Fraudulent or Fabricated coursework and Malpractice in University Examinations and Assessments (the Procedure) before you complete this form. Information on appeals can be found at Section 5. The Procedure is available at:* [*www.leeds.ac.uk/secretariat/student\_cases.html*](http://www.leeds.ac.uk/secretariat/student_cases.html) *or from the Student Cases team in the Secretariat (contact details are set out at the end of this form).*

*The purpose of the form is to collect details of your candidature and a statement of appeal. Please provide all evidence upon which you rely attached as appendices to your statement (see the Information Notes at the end of this form).*

*Students seeking advice and support in the preparation of an appeal may contact Student Advice in the Leeds University Union. Guidance on the Procedure can be obtained from the Student Cases team.*

***Please complete all sections of the form.***

**SECTION ONE: YOUR DETAILS**

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| Family Name |  | | | | | | | | Title  (please indicate) | | | |  | | |
| Other (please specify): | | |
| First Name |  | | | | | | | |
| ID Number (to be completed by University of Leeds students only) |  |  |  | |  | | |  | |  | |  | |  |  |
| Postal Address |  | | | | | | | | | | | | | | |
| Email Address |  | | | | | | Telephone Number | | | |  | | | | |
| Please confirm how you prefer to be contacted (please tick) | Via postal address | | |  | | | Via email | | | |  | | | | |
| Your programme of study (e.g. BA English & History, MSc Civil Engineering, etc.) | | | | | | |  | | | | | | | | |
| Your school/department/accredited institution (e.g. School of Music) | | | | | | |  | | | | | | | | |
| Your level on programme (e.g. Level 3 (finalist)) | | | | | | |  | | | | | | | | |
| Please tick this box if you are being supported by LUU Student Advice and to confirm that details of your appeal can be shared with the team | | | | | |  | Name of supporter (if known) | | | |  | | | | |

*For office use only*

Date received: Case ID:

**SECTION TWO: PENALTY YOU ARE APPEALING AGAINST**

1. Please specify below the academic malpractice penalty imposed by the School against which you wish to appeal.

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| Date of School level meeting: | /     / |
| Date of letter confirming the penalty:  **(please note you must attach this letter to your appeal submission)** | /     / |

**SECTION THREE: SUMMARY OF APPEAL**

Please provide a clear and concise summary of the key points of your appeal in the box below. (You may provide further details in an attached statement of appeal (no longer than 4 sides of A4).

*(See further the Information Notes at the end of this form).*

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**SECTION FOUR: LIST OF DOCUMENTATION SUPPLIED**

Please provide a list of the documentation you have submitted with this form.

*(See the Information Notes for further details about what you need to do).*

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| ***Please note that you must include the letter sent to you by your School confirming the penalty you wish to challenge.*** |

**SECTION FIVE: DECLARATION**

**I confirm that I have read the Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments Procedure governing the consideration of appeals against School level academic malpractice penalties. I agree to the University of Leeds using the information provided in this form and any attached documentation for the purposes of processing and investigating my appeal in accordance with the Procedure. I understand that my appeal will be considered by the Committee on Applications and that any comments made in the appeal may be read by parties other than the Committee on Applications and the Student Cases Team as part of the processing of the appeal.**

*(For electronic submission of appeals only: please type your name and the submission date in the fields below.)*

**Signed:**       **Date:**

**INFORMATION NOTES**

*The format of your appeal*

1. Your appeal must set out all the reason(s) why you believe the decision is wrong. This should ideally be in chronological order/sequence of events. Your appeal and supporting evidence can be as long or as short as you choose (but any attached appeal statement must be no more than 4 sides of A4 in length). However, do not assume that the longer the written case or the bulkier the papers the stronger is the appeal.
2. You must include in your appeal submission all the information and supporting documentation that you wish to be considered. **Any information that is left out cannot be included at a later stage.** Those deciding your appeal will draw any conclusions they see fit from this material. You should provide any evidence (e.g. letters, emails, reports etc) in the form of annexes to your appeal submission.
3. Please ensure that the pages of any detailed supporting statement are numbered and that a list of the annexes you have included with your statement of appeal is provided. To facilitate the photocopying of your appeal documentation please observe the following requirements:

* the form and any accompanying statement should be presented using reasonable sized margins and a font no smaller than 11 point;
* all pages provided are singled sided copies;
* all pages provided are of good quality for photocopying;
* all pages, including appendices, are numbered in a single sequence;
* a list of any annexes is provided;
* **do not** staple or bind the pages of your statement together;
* **do not** use coloured paper or tabs to divide the sections;
* **do not** use highlighter pens to mark text of particular relevance as the highlighting may be lost in the photocopying process.

1. **Please keep a copy of the completed form and the documents you have submitted in support of your appeal.**

*Guidance on where to send your appeal*

1. You must submit your completed Appeal Form together with all supporting evidence to the Head of Student Cases by e-mail or by post within 14 days from the date of the penalty letter sent to you by your School, outlining the outcome of your academic malpractice investigation. The University will not, ordinarily, consider an appeal submitted after the set deadline. You should expect to receive an acknowledgement of your appeal within 5 working days[[1]](#footnote-1).
2. General information about appeals can be obtained at:

<http://www.leeds.ac.uk/secretariat/student_cases.html>

1. Further inquiries about appeals can be directed to the Head of Student Cases (Ms Rebecca Dearden) or a member of the Student Cases team, and they can be contacted at:

The Secretariat, Level 11, EC Stoner Building

The University of Leeds, Leeds LS2 9JT

E-mail: [studentcases@leeds.ac.uk](mailto:studentcases@leeds.ac.uk) Tel: 0113 343 1276

**June 2018**

1. If the University cannot meet this or any of the other deadlines set out in the appeals procedure, you will be kept fully informed of the reasons why. [↑](#footnote-ref-1)