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

*The purpose of the form is to collect personal details and the main points on which you wish to appeal to the Committee on Applications regarding a penalty applied by a School/Department/Faculty regarding a finding of academic misconduct.*

*You may, if you wish, provide more detailed information in the form of an appeal statement with the evidence upon which you rely attached as appendices to your statement.*

*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**

|  |  |  |  |
| --- | --- | --- | --- |
| Family Name |       | Title(please indicate) |  |
| Other (please specify):      |
| First Name |       |
| ID Number (to be completed by University of Leeds students only) |   |   |   |   |   |   |   |   |   |
| Email Address |       | Telephone Number |       |
| 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) |       |

**SECTION TWO: GROUNDS FOR APPEAL**

Please indicate by ticking the appropriate box(es) the grounds on which you wish to appeal (to be completed in all cases) (more than one box may be ticked):

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| (a) | The decision of the Committee was unreasonable in the light of the evidence supplied. | [ ]  |
| (b) | The procedure for the hearing was deficient in a way which materially prejudiced your case. | [ ]  |
| (c) | New evidence has emerged which was not available earlier in the process and which was not brought to the Committee’s attention during the hearing.[[1]](#footnote-1) | [ ]  |

**SECTION THREE: DETAILS OF PENALTY BEING APPEALED**

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 FOUR: 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 FIVE: 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 SIX: DECLARATION**

**I confirm that I have read the Taught Students Academic Misconduct 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.**

**SECTION SEVEN: SIGNATURE**

|  |  |
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| **Signed\*** |       |
| **Date\*** |       |

\*If returning this form electronically, please type your name and the submission date in the above fields

**INFORMATION NOTES**

1. The student must submit **one copy** of the completed Appeal Form together with all supporting documentation to academicmisconductcases@leeds.ac.uk by the deadline specified in the letter detailing the decision you wish to appeal against. The student can expect to receive an acknowledgement of receipt of its submission within 5 working days.
2. Further inquiries about appeals can be directed to any member of the Student Cases team, and they can be contacted at academicmisconductcases@leeds.ac.uk

**Please keep a copy of the completed form and the documents submitted**

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**AUG 2025**

1. In your statement of appeal you must provide a good reason for failing to provide such evidence earlier in the process. Personal embarrassment or unwillingness to disclose personal circumstances are not considered a ‘good reason’ for the purposes of an appeal. [↑](#footnote-ref-1)