**Student Disciplinary Appeal Form**

*This form should be used by students wishing to appeal a decision following a disciplinary finding at the level of Misconduct or Gross Misconduct. Please refer to the* [*Student Disciplinary Procedure*](https://www.stmarys.ac.uk/policies/disciplinary-procedure.aspx) *for further information on the process. Students wishing to obtain advice on their case before submitting an appeal are advised to ask for independent advice from the* [*Students’ Union*](https://www.stmaryssu.co.uk/)*.**The Students’ Union may be able to assist you in the preparation of your statement. Please complete all sections of this form. Please sign and date the form before submitting it.*

**Your Contact Details:**

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| **Regnum:** |
| **Title:** |
| **First Name:** |
| **Surname:** |
| **Current Level of Study:** |
| **Programme:** |
| **Programme Director:** |
| **Contact Address:** |
| **Contact Telephone Number:** |
| **St Mary’s email address:** |
| **Personal email address:** |

Unless you advise us, we will use email as the main means of contact with you during this appeal process.

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| **Grounds for appeal against disciplinary sanction.**  *The possible grounds for appeal are as set out below. Please highlight the appropriate box(es).* |
| Procedural irregularity |
| There is new evidence to support my appeal |
| The penalty was disproportionate to the available evidence |

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| **Please indicate the type of finding made** |
| Misconduct |
| Gross Misconduct |

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| **Summary:** |
| *Use this space to provide a brief summary, highlighting the main points, of the grounds for appealing against a disciplinary decision (if additional space is necessary please attach a separate sheet):* |

You **must** attach:

1. A copy of the outcome letter following the disciplnary panel
2. Any supporting evidence you wish to be considered in the assessment of your case.

*The University will treat any personal information which is received in the course of dealing with your appeal as confidential. Such information will be kept, used and shared, where necessary and appropriate with other members of staff, only for the purpose of investigating and determining the outcome of your appeal.*

Signature:

Date:

*This completed form should be submitted with your supporting statement and any documentary evidence to:* [conduct@stmarys.ac.uk](mailto:conduct@stmarys.ac.uk)

*It will then be redirected internally to either the Chair of the panel (for Misconduct cases) or the Vice-Chancellor (for Gross Misconduct Cases). You are advised to keep a copy of all correspondence for your records.*