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| **Submission Form for Appeals to the****University Misconduct and Fitness to Practise Committee**  |

This form should be used by students who wish to appeal against the decision of the College Misconduct and Fitness to Practise Committee. The procedure for the processing of such appeals is set out in the Code of Practice on Misconduct and Fitness to Practise Committee, which can be found on the relevant Legislation page for your cohort: <https://intranet.birmingham.ac.uk/student/academic-support/registry/legislation/codesofpractice/index.aspx>

When considering appeals, the University Misconduct and Fitness to Practise Committee has **all of the sanctions** and outcomes available to it if it decides that the sanction imposed or outcome decided by the College Misconduct and Fitness to Practise Committee is not appropriate.

Your responses should be clear, concise and **word processed** wherever possible.

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| Section One: General Information |

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| Surname (Family Name)      | ID Number      |
| Forenames      | Title      |
| Programme of Study      |
| School or Department      |
| College      |
| Address for correspondence       |
| E-Mail Address (if you have been required to withdraw your University email account may have been suspended. If so, please give an alternative)      |

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| Section Two: Grounds for Appeal |

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| You may appeal on one or more of the grounds and should therefore complete the following section. The Code of Practice on Procedures for Misconduct and Fitness to Practise Committee 6.1 sets out the grounds for appeal. **Please indicate the ground you wish to appeal against by ticking the box** |
| a) the sanction is disproportionate to the offence; | [ ]  |
| b) a procedural irregularity; | [ ]  |
| c) relevant new evidence which was not available for good reason at the time of the College Committee hearing, relating to the offence(s) being found proven | [ ]  |
| d) relevant new evidence which was not available for good reason at the time of the College Committee hearing, relating to the sanction | [ ]  |
| e) the outcome is disproportionate to the fitness to practise impairment that needed addressing (for Students registered on Fitness to Practise programmes only). | [ ]  |
| **Please set out clearly the grounds for your appeal referring to supporting evidence where this exists. If you are appealing on the ground that an irregularity occurred then please state what effect this had and why the decision may have been different had the irregularity not occurred?** |

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| **Please list the evidence that you are submitting to support your appeal.****NOTE: Do not** enclose any evidence related to marks or grades that you have obtained in your other modules or previous studies as this will not be disclosed to the Committee. The Committee will have access to your current academic transcript during its deliberations to understand the impact of any sanction.If the information you are providing is about another person (such as a relative), then you will need to obtain their permission to disclose this information to the University for the purpose of this appeal. Any documentation we receive will normally be held for a period of 7 years before it is confidentially disposed of.  |
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| Section Three: Outcome Sought |

Please state clearly what outcome you are seeking

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For monitoring purposes, please indicate whether you have sought advice from Guild Advice at the Guild of Students when completing this form

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| Yes [ ]  | No [ ]  |

Please ensure that you have completed all of the relevant sections of this form and enclosed supporting documentation. You should then submit this form by email to: conduct@contacts.bham.ac.uk or via post to:

**Student Conduct, Student Services, Academic Services, Aston Webb (Block C), University of Birmingham, Edgbaston, Birmingham, B15 2TT.**

The submission must include **ALL** the evidence which you wish to submit. Please note that any further evidence you wish to submit will be considered solely at the Chair’s discretion under 3.7 in the Code of Practice on Misconduct and Fitness to Practise Committee.

Your appeal submission will be acknowledged in writing setting out the next stage of the process.

Signature:      Date: