

Form for use in the submission of an appeal against the findings or outcome of an academic misconduct process

This form should **only** be used by students who wish to appeal against the findings or outcome of an academic misconduct process of the University.

You may wish to obtain advice on your case before submitting an appeal. The Students' Union offer an independent, impartial, confidential support service to all students. The office supports students who wish to make an appeal or launch a complaint, and is also there to help students with welfare or education problems. The office is open 09:00-17:00 Monday to Friday. To make contact with Union support email ussu.advice@surrey.ac.uk or call 01483 683521. Details can also be found on www.ussu.co.uk

Please refer to the [Regulations for academic integrity - appeals](#) before submitting an appeal.

You should inform OSCAR immediately if you require reasonable adjustments to be made to this appeals process.

Please complete all sections of this form. Sign and date the form before returning it with your statement and supporting evidence by email to oscar@surrey.ac.uk

Your details

Title: _____ (eg. Mr/Ms/Mrs/Miss/Dr)	Date: _____								
First name: _____	URN: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Surname: _____ (i.e. Family name)	Current Level: _____ (eg. Level 4/5/6, Masters, Doctorate)								
Tel: Home - _____ Mobile - _____									
NB. Please inform OSCAR if your contact details change									
University email address: _____									
Please note, all communication relating to your appeal will be via your University email account (which will be reactivated if it has expired)									
Faculty*: _____ (eg. Faculty of Arts and Social Sciences) * or name of Associated Institution where applicable									
Programme of study: _____ (eg. MSc programme in Computing Systems Management)									

Your appeal

Please indicate below what decision you are appealing:

Please give details of the academic misconduct finding that you wish to appeal.

When were you notified of the decision that you wish to appeal ((for example, when did you receive the notification email or letter)?

Grounds for your appeal

Please refer to the Regulations for academic integrity appeals. The Regulations specify the grounds on which the University will consider an appeal against the findings or outcome of an academic misconduct process of the University. The grounds are as set out below. Please highlight the appropriate ground(s) for your appeal:

- that staff or bodies have failed to follow regulations and/or procedures or have failed to follow them with due care
- that staff or bodies have shown bias or prejudice towards the student in the way they have made the relevant decision
- that relevant new evidence has become available that should be considered and there are valid reasons why it was not provided earlier
- that the decision was unreasonable and/or the penalty imposed was not proportionate in all of the circumstances

Case for your appeal

Please set out in a **separate statement** the main point(s) of your appeal with reference to the ground(s) on which your appeal is based. Please note that this statement will be used to evaluate your appeal, and therefore you should provide all of the information that you wish to be taken into consideration.

Please note that the University reserves the right to contact the authors of any evidence in order to verify authenticity. If the evidence can be shown to have been dishonestly acquired or is in itself dishonest the appeal may be dismissed and the matter submitted to the disciplinary process (if appropriate). Please contact oscar@surrey.ac.uk if you have any concerns in relation to these checks.

Outcome of your appeal

Please outline the outcome that you are seeking:

Students' Union Advice

Did you seek advice from the Students' Union in relation to your appeal?

Yes

No

Prefer not to say

- By submitting this appeal, I can confirm that I have read and understood the [privacy notice](#) for student facing regulations.
- I understand that OSCAR will process personal details about me, which will include sensitive information, in order to deal with my appeal effectively.
- If I have submitted information about third parties, I confirm that the third party is aware and has agreed that I can use their information for the purpose of my appeal.
- I understand that the information provided in my appeal may be used as part of other University processes such as those outlined in the *Regulations for Fitness to Practice, Procedure for Support to Study or Student Disciplinary Regulations*.
- I understand that as part of the appeal process, OSCAR may need to gather personal and sometimes sensitive information about me from different University departments, such as:
 - Academic Registry
 - Library and Learning Centre (including Disability and Neurodiversity Service)
 - Accommodation Services and Wardens
 - Academic staff (including Personal Tutors, Supervisors, Programme Leaders, etc.)
 - Security Services
 - Faculties and/or the Doctoral College
 - University of Surrey Students' Union
 - IT Services
 - Vice Chancellor's Office
- I understand that the data provided in my appeal as well as the information collated by OSCAR in relation to my appeal will be securely stored for 18 months after the date that I am no longer a registered student at the University or 18 months after the appeal is closed (whichever is the latter).
- I understand that it is my responsibility to contact OSCAR if I have any concerns in relation to how my data will be handled.
- I understand that I can withdraw my consent for OSCAR to process my personal data at any time. However, I also understand that this is likely to mean that OSCAR cannot process my appeal.

Signature: _____

Date: _____

This completed form should be submitted with your statement and any supporting evidence by email to oscar@surrey.ac.uk

You are advised to keep a copy of all correspondence for your records.

September 2020