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**Regulation XVIII (Academic Misconduct) Appeal Form**

Please use this form if you wish to submit an appeal against the decision of an Academic Misconduct Committee for Minor or Major Offences of academic misconduct. **Appeals must be submitted within 10 working days of you receiving notification of the decision**.

Before submitting an appeal, it is recommended that you consult (i) Regulation XVIII (see <http://www.lboro.ac.uk/governance/regulations/18/current/>); and (ii) the guidance notes in the Student Handbook (see <https://www.lboro.ac.uk/students/handbook/exams/misconduct/>).

You are also advised to seek independent guidance from Loughborough Students’ Union Advice. Contact LSUAdvice@LSU.co.uk (for Loughborough campus) or LSULondonadvice@lsu.co.uk (for London campus). See <https://lsu.co.uk/advice/academic-misconduct> for more details.

1. **Personal Details**

|  |  |
| --- | --- |
| **Forenames** |  |
| **Preferred Name** |  |
| **Surname** |  |
| **Student ID Number** |  |
| **Contact Email** |  |
| **If you are being supported by LSU Advice and would like all correspondence to be copied to them, please give their email.** |  |

1. **Academic Misconduct Details**

|  |  |
| --- | --- |
| **Module Code and Title**  |  |
| **Level of offence** | [ ]  Minor | [ ]  Major |
| **Penalty** |  |

1. **Grounds for Appeal**

Possible grounds for appeal include:

|  |  |
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| * that there were serious circumstances affecting the student of which the Academic Misconduct Committee was not made aware when the decision was taken;
 | [ ]  |
| * that there were procedural irregularities in the conduct of the investigation;
 |[ ]
| * that there is evidence of prejudice or bias against the student on the part of one or more of those involved in the case;
 |[ ]
| * that the penalty imposed was disproportionate to the offence.
 |[ ]

If you are appealing on grounds other than, or in addition to, those listed above, please provide further details:

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1. **Case for Appeal**

Please provide below details of your case for appeal (continue on an additional sheet if necessary). It is important to include as much detail as possible and to relate your case to any supporting evidence listed in Section 5 below.

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**5. Supporting Evidence**

Please list below any supporting evidence for your appeal and ensure that the relevant documentation is submitted with this form.

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| **Signature:** |  |
| **Date:** |  |

Please ensure that you have completed each section of the form and attached supporting evidence before submitting your appeal to the Secretary to the Academic Misconduct Appeals Committee, using one of the following methods:

* Via email to amc@lboro.ac.uk (preferred method)

- By post to the Secretary to the Academic Misconduct Appeals Committee, c/o Student Records Counter, Rutland Building, Loughborough University, Loughborough, Leicestershire, LE11 3TU.

Please note that if you submit your appeal by post, you should ensure you obtain proof of posting, so that you are able to demonstrate that it was submitted on time in the event of it not reaching the University prior to the deadline.