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**Ordinance XVII Appeal Form**

Please use this form if you wish to submit an appeal against the decision of an Authorised Officer or Student Discipline Panel for a Section 2 or Section 3 disciplinary offence. Appeals must be submitted within **10 working days** of the issue of the decision email/letter. Before submitting an appeal, you should refer to Ordinance XVII (see <http://www.lboro.ac.uk/governance/ordinances/17/current/>).

**Please note that appeals which rely on extenuating circumstances will normally only be accepted where supporting evidence is provided.**

**Appeals which are made on the basis that the sanction imposed was unreasonably severe will not normally be accepted if the penalty is in accordance with the Guidance for Sanctions published at** [**https://www.lboro.ac.uk/committees/discipline/**](https://www.lboro.ac.uk/committees/discipline/)**.**

Advice and guidance on submitting an appeal is available from LSU Advice, an independent service based in Loughborough Students’ Union: <https://lsu.co.uk/academic-experience/advice/offences>.

**1. Personal Details**

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| **Preferred Forename(s):** | **Surname:** | **Student ID Number:** |
| **Email address:** *(this should normally be your University email). All communication regarding the appeal will be sent to this address.*  |
| **If you are being supported by LSU Advice and would like all correspondence regarding your appeal to be copied to your advisor, please give their name and email address:** |

**2. Disciplinary Offence Details**

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| **Description of Offence:** |
| **Level of Offence:** *(select one)*  | [ ]  Section 2 Offence (Considered by Authorised Officer) | [ ]  Section 3 Offence(Considered by Student Discipline Panel) |
| **Sanction(s) Imposed:** |

**3. Grounds for Appeal** The grounds for appeal must be confined to one or more of the following. Please select one or more boxes to indicate the grounds upon which your appeal is being made.

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| i. That there were procedural irregularities in the conduct of the process sufficient to make the finding on guilt and/or sanction unfair. | [ ]  |
| ii. That there is evidence of prejudice or bias by any person involved in the process sufficient to make the finding on guilt and/or sanction unfair. | [ ]  |
| iii. That you are in possession of significant new evidence that was not available when the initial decision was reached and you had good cause for not including the evidence in the case for your defence. | [ ]  |
| iv. That the sanction(s) imposed were unreasonably severe given the circumstances of the case. | [ ]  |

**4. Case for Appeal**

Please provide below details of your case for appeal. It is important to include as much detail as possible and to **clearly link your case to the grounds for appeal you have listed in Section 3.**  You should also 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. If you are presenting new evidence which was not considered by the Authorised Officer or Student Discipline Panel, please clearly state this.

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

Appeals should be submitted in writing to **the Secretary to the Student Discipline Appeals Committee** either:

- Via email to discipline.appeals@mailbox.lboro.ac.uk

- By post to the **Secretary to the Student Discipline Appeals Committee, c/o Student Enquiries, 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.