

**UNIVERSITY OF BOLTON**

**STUDENT NON-ACADEMIC CONDUCT AND DISCIPLINARY DECISION APPEAL FORM**

This form is to be completed for appeals to be dealt with under the Student Non-Academic Conduct and Disciplinary procedures.

This request for an appeal should be sent to the Standards and Enhancement Office (SEO@bolton.ac.uk) within five working days of the written notification being sent to you of the outcome of the disciplinary hearing.

Before completing this form, please refer to the University’s Student Non Academic Conduct and Disciplinary Policy and Procedure <https://www.bolton.ac.uk/student-policy-zone/student-policies-2023-24/student-non-academic-conduct-and-disciplinary-policy-and-procedure>

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| DETAILS OF APPEAL – TO BE COMPLETED BY STUDENT |
| Name: | Student Number:  |
| Programme: | Year of Study: |
| School/Partner Institution: |  |
| Date of Hearing: |
| Date of Outcome Letter: |
| Information for correspondence in connection with your appeal:University email:Personal email:  |

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| **An appeal can only be submitted on one or more of the following grounds. Please indicate the ground(s) for your appeal by ticking the appropriate box.** |
| 1. There was a procedural irregularity in the conduct of the Disciplinary Panel or the investigation that may render the original decision unsafe
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| 1. New material evidence is available which the student was unable, for valid reasons, to provide earlier in the process and which may have resulted in a different outcome
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| 1. The outcome (whether the decision or sanction) was unreasonable
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| **In relation to the ground(s) you have indicated above (A, B or C), please explain for each relevant ground why you are dissatisfied with the decision or penalty at the previous stage of the Procedure.**  |
| **If appealing under Ground A – Procedural irregularity.** Please explain clearly in the box below why you believe that there was an irregularity in the conduct of the Disciplinary Panel or the investigationand how you believe this has affected the outcome of the hearing - include relevant documents with your submitted appeal, or indicate ‘to follow’ with timescale for their availability |
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| **If appealing under Ground B – New information.** Please explain clearly in the box below why this was not available at an earlier stage of the process and the relevance of the evidence to your appeal - include relevant documents with your submitted appeal, or indicate if the item(s) are ‘to follow’ with timescale for their availability |
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| **If appealing under Ground C –** **Outcome unreasonable**. Please explain clearly in the box below why you believe the outcome of the panel was unreasonable |
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| **Request for an extension to acquire further information:** Should you require further time to acquire additional documentary evidence you can make a request here. To do this you must state:* the precise nature of the documentation to follow,
* the grounds for appeal it relates to,
* the reason that it is not currently available,
* the date by which you will be able to submit the document.
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| Please provide details below: |

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| Declaration (you must complete this section)I declare that the information given in this form is accurate, the supporting evidence is genuine, and that I have read and understood the relevant Procedures.  |
| Name: | Date: |

The completed form and supporting documentation should be submitted via e-mail to: SEO@Bolton.ac.uk

An officer of the University will review your appeal to confirm that you have submitted your appeal in time, and have established allowable grounds with appropriate and relevant evidence.