

Non-Academic Misconduct Appeal Form

ESSENTIAL INFORMATION

Completing your appeal

- It is essential that you consult National Centre for Circus Arts's Non-Academic Misconduct Policy (and its procedures) before completing this form, as it explains the non-academic misconduct appeal procedures, including the grounds upon which an appeal can be made, potential outcomes, and relevant timescales.
- This form should be used for making an appeal against the decision of a Misconduct Panel and should be submitted to the School via email at stevie@nationalcircus.org.uk

Deadline for lodging an appeal

- This form is to be submitted within 14 days of the date of written notification of the Misconduct Panel decision against which you wish to appeal.
- Appeals which are submitted after this deadline may not be considered. Please consult the Non-Academic Misconduct Policy and accompanying Guidance. (see [Policies and Procedures - National Centre for Circus Arts | National Centre for Circus Arts \(nationalcircus.org.uk\)](#) for further information)

Authorisation of the appeal submission

- Appeal forms submitted on behalf of a student by a third party must be signed by the student to whom the Misconduct Panel decision pertains as authorisation that they consent to the processing of their appeal and the information contained within it, under the Non-Academic Misconduct Policy.

SOURCES OF ADVICE AND GUIDANCE

You may contact a member of staff in the School who looks after student support and welfare for support and guidance with deciding whether to make an appeal. Additionally, you may contact the National Centre for Circus Arts Head of Academic Administration and Student Support for impartial support and guidance with completing the form by emailing stevie@nationalcircus.org.uk

No member of staff in the School can advise you as to whether you should make an appeal as that is a decision for you, and they can't tell you what content to put in an appeal submission, but they can assist you with understanding the appeals process and procedures and how to complete the form.

You can find the Non-Academic Misconduct Policy and the Guide to the policy at the following link: [Policies and Procedures - National Centre for Circus Arts | National Centre for Circus Arts \(nationalcircus.org.uk\)](#)

1. Your Details	
Full Name	
Student Number	
Course of Study	
Undergraduate / Postgraduate	
CDD School	
Year of Study (eg 1, 2 or 3)	
Level of Study (eg Level 4, 5, 6 or 7)	
Contact Address	
School Email Address	
Alternative Email Address	
Contact Telephone Number	

2. Your Appeal	
<p>Please indicate the criteria under which you are making your appeal. You may make your appeal under more than one criteria, but must make it under at least one of the criteria in the table below.</p>	
<p>Please tick all the criteria under which you are making your appeal</p>	
	a) There has been procedural irregularity i.e. that some rules or procedures were not applied correctly
	b) There was prejudice or bias on the part of a decision-maker
	c) The decision(s) is/are unreasonable and/or the sanction or outcome disproportionate
	d) There is new evidence that is also material to the case, which the student can demonstrate was for good reason not previously available, and sufficient evidence remains that this warrants further consideration by a Misconduct Appeals Panel
<p>When submitting your appeal, you should include all relevant evidence that you wish to have considered in support of your appeal. You should also include a clear explanation of why you believe your case meets the ground(s) upon which you are making your appeal, and why your case merits further consideration.</p>	

Name:

3. Your Appeal Statement

Use this section to provide your explanation of how your case meets the ground(s) upon which you are appealing. Clearly state the ground(s) on which you are making your appeal. If you are appealing on more than one ground, please clearly address each ground in turn. When reporting events please provide these in chronological order if you can. This box will expand as you type if you need it to, so make sure you include all the information you want to have considered in your appeal.

4. Supporting Evidence / Documentation

If you are submitting supporting documentation/evidence with your appeal, please list below each piece of documentation you are including with this form as your appeal. There is no limit to the number of documents you can submit in support of your appeal, but you should ensure all documentation submitted is relevant, and listed below.

No.	Title/Description of documentation
1.	
2.	
3.	
4.	
5.	

5. Declaration

- I have read and understood the School's Non-Academic Misconduct Policy.
- I confirm that all of the information I have provided in this form, and have submitted with this form in support of my appeal, is complete, accurate and true.
- I understand that submitting false statements or representation in support of my appeal constitutes a misconduct offence under the Non-Academic Misconduct Policy, and may result in the immediate termination of my appeal and possible referral into the Non-Academic Misconduct Procedures.
- I agree that my appeal may be disclosed to relevant members of the School, including possible External Officers or School Governors acting on behalf of the School in the conduct of these procedures, to the extent necessary for its consideration.
- I authorise the Appeal Reviewer of this appeal, and (if appointed) the Misconduct Appeals Panel, to consider this appeal submission and any relevant information held by the School to the extent necessary for the consideration of my appeal.
- I give permission for the School to seek verification of the authenticity of any statements or evidence provided with this appeal.

Student signature: _____

Date: _____