



Student Appeals Form

What is this form for?

This form is for students to use if they wish to submit an appeal against a decision taken under one of the following policies:

- Student Regulation 8 – Disciplinary Procedures for Students
- The Fitness to Study Policy
- The Fitness to Practise Policy
- The Dignity and Respect Policy (student respondents only)
- The Student Complaints Policy

You should read this form in conjunction with the [Student Appeals Policy and Procedure](#).

Who can use this form?

Any student who is unhappy with a decision taken under one of the above policies and wishes to lodge an appeal can use this form. This must be within 10 working days of the outcome of their case, as stated in the outcome letter.

On what grounds can a decision be appealed?

Your appeal will be assessed against four specified grounds of appeal to determine whether or not it can proceed. The grounds are as follows:

- a) That there was procedural error in the conduct of the relevant process which may cause doubt as to the determination reached;
- b) That new evidence has been made available which the student could not reasonably have provided during the relevant process;
- c) That there was bias during the relevant process which may cause doubt as to the determination reached; or
- d) That the sanction or outcome imposed was disproportionate.

If your appeal meets at least one of the above criteria, it will be referred to an Appeals Panel to be heard. If it does not meet any of the criteria, the appeal will not proceed and you will receive a Completion of Procedures letter.

Help in using this form and following the appeals procedure

If you need any assistance in using the form or understanding the procedure, please contact governance@bath.ac.uk

Please send your completed form and all attachments to governance@bath.ac.uk to be processed and retain a copy for your records.

Section A: Your details

Title:

Forename(s):

Surname:

Address:

Postcode:

E-mail (University account):

Contact telephone number:

Programme of study/research:

Year of study/research:

Student Registration Number (on your Library card):

Section B: Basis of your appeal

Under which policy was the decision you are appealing taken?

On what grounds are you appealing the decision (please select all that apply)?

Bias

Disproportionate sanction

New evidence

Procedural error

Please specify the outcomes that you wish to appeal against. These should be clearly listed in your outcome letter.

Section C: Your appeal

Please explain why you are appealing the decision on the grounds specified in Section B:

Please specify your desired outcome – this may include actions that you hope to see taken, or suggestions for resolution or redress.

Section D: Attachments

You must attach a copy of your outcome letter or stage 2 complaint investigation report as part of your appeal. If you are appealing on the grounds of new evidence, this should also be included in full.

Please list the attachments included as part of your appeal.

New Evidence

Other supporting material

Outcome letter

Stage 2 Complaint Investigation Report

Section E: Declaration

As far as possible, all appeals will remain confidential to those people who are involved in the appeal, providing a response to it and communicating with you, unless there is a serious risk of harm to you or others.

I declare to the best of my knowledge that all of the information I have supplied is true, accurate and complete.

Signature:

Date: