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**Non-Academic Appeals Form**

You must use this form if you wish to appeal against a decision of

* The Proctor
* A student disciplinary panel
* A fitness to practice panel or
* A fitness to study panel

Please read the University’s full procedure for the relevant policy before you complete this form.

**Your Details**

|  |  |
| --- | --- |
| Name |  |
| University ID |  |
| Course |  |
| Postal Address |  |
| Phone Number |  |

**Your Appeal**

Grounds for your appeal

The University made a material error in following its procedures

The outcome was unreasonable in light of the evidence available

New material evidence has come to light which was unable to be provided, for valid reasons, earlier in the process

Please summarise your appeal here. Note that it will help your appeal if you are able to provide evidence to support it:

**Confidentiality and Disclosure:**

If you choose to appeal, it may be necessary to share certain sensitive information about you with those involved in processing your appeal. This is known as Special Category Data and covers, but is not limited to, the following types of data

|  |  |  |
| --- | --- | --- |
| * Race | * Trade Union Membership | * Health |
| * Ethnic Origin | * Genetics | * Sex Life |
| * Politics * Religion | * Biometrics (where used for ID purposes) | * Sexual Orientation |

The University will require your explicit consent to be able to receive and use your Special Category data in our decision-making process as it may be necessary when processing your appeal for information to be shared between key people. This will be the caseworker, the Dean and the investigator (if one is appointed), as well as, for example, your tutors, staff in Student Support and Wellbeing, staff at placement providers and any individuals named in your appeal.

The outcome of your appeal will be recorded in the caseworker’s database by the caseworker. The outcome will be shared only with members of staff where the outcome required an action on their part. However, these individuals will not have access to the detail behind the decision. The University also compiles statistics on complaints but these are anonymised so that individuals cannot be identified.

Your Special Category data will be treated as confidential by all members of staff who receive it in line with the process set out above. The Special Category Data will be store and processed in accordance with the University’s Data Protection Policy and will be destroyed one year after you have left eh University.

**In order to process the information you have provided, your consent is required.** Please note you can withdraw your consent at any time by contacting the caseworker.

Please tick here to give consent for the University to process the data you have provided as part of your appeal relating to you Special Category Data and to confirm that you understand tat processing may involve sharing your Special Category Data as set out above.

**What to do once you have completed this form**

Please send this form and any supporting documentation (e.g. Evidence) from your University account to [caseworker@hope.ac.uk](mailto:caseworker@hope.ac.uk).

If you have a disability that required reasonable adjustments to accommodate your needs during the appeal process, please provide details below