|  |
| --- |
| Academic Integrity AppealTaught Students Only |

**This form is intended for use by students on taught programmes of study**

Before completing this form please read [Assessment Regulation 5 in the Students’ Handbook of Regulations.](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=59)

Your responses should be word processed and be clear and concise. It is recommended that you seek help and advice on completing this form from the [Students’ Union Advice Centre.](https://www.huddersfield.su/advice)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Section One: General Information | | | | |
|  |  | | | |
| Surname/Family Name |  | | | |
| First Name(s) |  | | | |
| Student ID Number |  | | | |
| School | Please select | | | |
| Course |  | | | |
| Personal Email Address |  | | | |
| Have you sought advice from the Students’ Union Advice Centre when completing this form? | | Yes | No | Prefer not to say |

|  |
| --- |
| Section Two: Appeal |

2a) Please indicate what you are appealing against by checking one of the boxes below.

|  |  |  |
| --- | --- | --- |
| 2a) i) |  | A decision made by the School Academic Integrity Interview |
| 2a) ii) |  | A decision made at a University-level Academic Integrity Committee |

2b) Please specify the date on which the relevant School Academic Integrity Interview, or Academic

Integrity Committee took place:

|  |
| --- |
|  |

2c) Please specify what you would like the outcome of your appeal to be

|  |
| --- |
|  |

|  |
| --- |
| Section Three: Grounds for Appeal |

**Please read the** [Assessment Regulation 5 in the Students’ Handbook of Regulations](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=59) **before completing this section.** Assessment Regulation 5 provides full details of the grounds upon which you can appeal. You may appeal on either or both grounds.

Please tick one or both of the boxes below.

|  |  |  |
| --- | --- | --- |
| 3a) |  | There is evidence of a material irregularity, either in the School Academic Integrity Interview or the Academic Integrity Committee itself, or in the proceedings of that decision. |
| 3b) |  | You were subject to personal extenuating circumstances at the time of submitting the assessment, which:   1. Affected your decision making abilities, **and** 2. Were not made known to the School Academic Integrity Interview or Academic Integrity Committee for a demonstrated and valid reason |

|  |
| --- |
| Section Four: Evidence |

Circumstances cited in an appeal must be supported by independent documentary evidence. This form must be accompanied by all evidence that you wish to be considered.

The University will accept copies of evidence, and this includes electronic versions of evidence i.e. a scan or photograph of your evidence. However the University reserves the right to request to see the original copy, and to confirm the authenticity with the issuer of that evidence. Even if the original is not requested, random spot checks may be carried out to confirm the authenticity. If your evidence is found to be fully or partially fraudulent, the University will deal with this under the [disciplinary regulations](https://www.hud.ac.uk/media/policydocuments/Student-Handbook-of-Regulations.pdf#page=120), and may be obliged to disclose this allegation to external professional or statutory bodies.

Please note - a medical evidence certificate alone is not sufficient for an appeal. You must provide a letter from your GP which clearly informs the University of the impact your circumstances have had on your studies and/or your ability to engage. If a medical evidence certificate alone is provided then it is likely that your appeal will not be accepted.

If you will be submitting your appeal more than 10 working days after the release of the outcome of Academic Integrity allegation, please remember to provide evidence to demonstrate why you were not able to meet this deadline.

Please **list** below the documents that you are submitting. Please submit your evidence as a separate document(s).

|  |
| --- |
|  |

|  |
| --- |
| Section Five: Summary |

**This section MUST be completed. If it is not, your appeal will not be processed.**

Please summarise the main points of your case, preferably in bullet points in no more than **200 words**. Do not refer to the rest of your form. Please ensure you reference each piece of evidence and its relevance to your appeal.

|  |
| --- |
|  |

|  |
| --- |
| Section Six: Declaration |

Please ensure that you have completed all relevant sections of this form. Please submit your form and evidence by email, as attachments, to [AcademicIntegrity@hud.ac.uk](mailto:AcademicIntegrity@hud.ac.uk).

If you have any problems submitting your form or evidence by email please contact [AcademicIntegrity@hud.ac.uk](mailto:AcademicIntegrity@hud.ac.uk).

You will receive an automated email to confirm that your appeal has been received by Registry.

Failure to complete this form correctly and submit evidence promptly may delay the process of your appeal or your appeal not being upheld.

|  |  |  |
| --- | --- | --- |
| Please confirm whether you are happy for the above information to be shared with your school. | Yes | No |
| Signed: | Date: | |

Please note that we are able to accept electronic signatures, and that you are not required to print sign and scan your appeal form.