

Local Stage Disciplinary Appeal Form

This form is for students wanting to appeal a local stage disciplinary decision imposed in accordance with the Student Disciplinary Regulations, Annex 2.

**How to make an appeal**

You have 21 days (including weekends but not university closure days or bank holidays) from when you receive the local stage disciplinary decision to submit an appeal.

**Completed appeal forms should be submitted to the Student Resolution Service by emailing** [**appeals-behaviour@bristol.ac.uk**](mailto:appeals-behaviour@bristol.ac.uk)**.**

**Advice and Support**

You may wish to contact the free and confidential Bristol SU Academic Advice Service for independent advice: [Bristol SU | A Union for all students](https://www.bristolsu.org.uk/support/academic-advice).

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| **Your Details** |
| |  |  | | --- | --- | | Name | Click or tap here to enter text. | | Student Number (7 digit number on UCard) | Click or tap here to enter text. | | Email Address | Click or tap here to enter text. |  If your studies are due to end:Your university email account will close soon after your studies end. Make sure you provide a personal email address so we can contact you to tell you the outcome of your appeal. |

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| **Appeal Details** |
| Please mark an ‘X’ next to the ground(s) upon which your appeal is based. What are the grounds of your appeal?   1. That the decision was not reasonable ☐ 2. That the procedure was not correctly followed when making the decision ☐ 3. That new evidence has come to light that was not available to the original decision maker which may have materially affected the decision ☐ |
| Please give full details of what decision you are appealing (maximum 200 words)  *If you are applying on multiple grounds, please structure your summary to reflect the information you are providing for each ground.*  Click or tap here to enter text. |

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| **Supporting Evidence** |
| List here any documents that you are attaching to support your appeal, including the letter sent to you with the decision against which you are appealing. It is your responsibility to provide evidence that you feel is relevant to your appeal. All evidence should be written in English, or, if not, certifiably translated. The University will not seek evidence on your behalf.  Click or tap here to enter text. |

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| **Appeal Outcome** |
| What outcome are you seeking from your appeal?  *Please note that there is no entitlement to a re-investigation or re-hearing of the case. The appeal process is a paper-based exercise to review the decision made and will not be a new investigation.*  Click or tap here to enter text. |

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| **Declaration** |
| I declare that the information given in this form is true to the best of my knowledge and I understand that if I have not provided evidence in support of my appeal it may be rejected.  If any information on this form is not completed correctly the form will be returned which will delay the processing of the appeal.    Signed:  Click or tap here to enter text. Date: Click or tap to enter a date. |