



## STUDENT APPEAL FORM

**A student can appeal a decision and/or penalty from the following:**

**UWS Senate Disciplinary Committee  
UWS Fitness to Practise Committee  
UWS School Plagiarism Panel**

**on the following grounds:**

| <b>Grounds for an appeal</b>             | <b>Details</b>   |
|--|--|
| <b>New evidence</b>                      | <ul style="list-style-type: none"><li>• There is new substantial information directly relevant to the case, which was for good reason not available when the original decision was made.</li></ul>   |
| <b>Excess of jurisdiction</b>            | <ul style="list-style-type: none"><li>• The decision was made in excess of the jurisdiction conferred on one of the committees/panel.</li></ul>  |
| <b>Defect in procedures</b>              | <ul style="list-style-type: none"><li>• There was a defect in the procedures employed by one of the committees/panel such as to render the decision unfair.</li></ul>  |
| <b>Unreasonable decision</b>             | <ul style="list-style-type: none"><li>• The decision made by one of the committees/panel was unreasonable, in that the committee/panel in reaching a decision took into consideration something which they ought to have disregarded or disregarded something which they ought to have considered.</li></ul> |
| <b>Excessive or unreasonable penalty</b> | <ul style="list-style-type: none"><li>• The penalty levied by one of the committees/panel was excessive or unreasonable.</li></ul>   |

**Please note that you must submit this form within 10 working days from the notification date which informed you of the decision against which you are appealing.**

**You must be clear with the grounds you are citing as an appeal form submitted with grounds not listed above will not be passed to the Senate Appeal Committee for consideration. Please refer to Student Appeals FAQs prior to completing the form – available via <https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>**

## STUDENT APPEAL FORM

**Appeal against a decision and/or penalty from the UWS Senate Disciplinary Committee or UWS Fitness to Practise Committee or UWS School Plagiarism Panel**

### 1. Personal and Programme Details

|                         |  |
|-------------------------|--|
| <b>Name</b>             |  |
| <b>Banner ID</b>        |  |
| <b>Contact Address</b>  |  |
| <b>Telephone number</b> |  |
| <b>Email address</b>    |  |
| <b>Programme Title</b>  |  |
| <b>Year of Study</b>    |  |

### 2. Details of Decision you wish to appeal:

**Appeal against a decision and/or penalty from the UWS Senate Disciplinary Committee or UWS Fitness to Practise Committee or UWS School Plagiarism Panel**

|   |  |
|---|--|
| <b>Which Committee or Panel decision do you wish to appeal against?</b><br><br><b>Please provide a copy of the correspondence you received advising you of this decision.</b> |  |
| <b>Date of Committee or Panel meeting:</b>  |  |
| <b>Decision reached at above meeting:</b>   |  |

**Grounds for appealing the above decision:**  
(Please select grounds from page 1 of this form)

**Reason for appealing the above decision:**

**Please note that UWS reserves the right to act on any information included in this form where it believes it is in the individual student's best interest.**

**Outcome sought from appeal:**

**Documents attached in support of your appeal:**

**Please note that UWS reserves the right to contact third parties to authenticate evidence as and when required.**

**Please confirm whether or not you plan to attend the Senate Appeal meeting and if so, provide the name and status of any representative, or witnesses who will also attend.**

**Submitting the Appeal Form**

Once completed, this form should be submitted electronically to [appeals@uws.ac.uk](mailto:appeals@uws.ac.uk) scanning any supporting documents or posted to UWS Appeals Team, Quality Enhancement Support Team (QuEST), University of the West of Scotland, Paisley Campus, Paisley PA1 2BE.