

## Appendix 7 - Appeal Process

Student may appeal against any disciplinary action taken against them. Appeals will only be considered on the following grounds:

Disciplinary Process was not followed

That there was prejudice and/or bias on the part of the Investigating Officer or any Disciplinary Hearing Panel members which affected the outcome

That the disciplinary action imposed is thought to be disproportionate to the offence

That there is new evidence which could not have been made reasonably available during the original determination

Appeals must be made in writing to appropriate member of staff within **five working days** of receiving the outcome of disciplinary action

Appeal must state the grounds on which the appeal is being made from the four options above. No other grounds for or means of appeal will be considered

Appeal will be considered by an appropriate member of staff, who will respond to the student within five working days of receiving the appeal.

Once the outcome has been decided there is no further recourse to appeal.