**APPEALS:**

**A student penalised under the Student Disciplinary Procedure may lodge an appeal only on the grounds of:**

**a**. procedural irregularity in the conduct of the Student Disciplinary procedure;

**b**. the availability of new evidence which could not reasonably have been expected to be presented prior to the consideration of the allegation and the application of the penalty.

**c.** the disproportionate nature of the penalty.

An appeal, including a statement of the grounds on which the appeal is being made, must be submitted by the student concerned to the Academic Registrar in writing within ten working days. Ordinance E2 Student Disciplinary Procedure 8 days of the date on which the written notification of the decision is sent to the student.

A request for an appeal received after this time will be considered only where the student has been able to demonstrate a valid reason for not being able to meet the deadline. An initial evaluation of the appeal will be made by the Student Casework Administrator in Registry to determine if there are valid grounds for the request for appeal to be considered. If there are no valid grounds, the student will be written to and advised that this is the case. Appeals against a Summary Procedure will be considered by the Academic Registrar, unless they have had some involvement in the case in which case he or she will nominate a senior member of Registry staff to consider the appeal.

Appeals against College Disciplinary Panel proceedings will be considered by a Disciplinary Appeals Panel which will be established by the Central Secretariat. The membership of the Panel shall be drawn from a designated list of Appeals Panel members, which is approved annually by Senate.

The person(s) or Disciplinary Appeals Panel considering an appeal shall have the authority to confirm, set aside, reduce or increase the penalty previously applied, or, if new evidence that is material and substantial has been established through the appeal process, to refer the case back for consideration by a newly constituted Student Disciplinary Panel.