**Non-Academic Appeals and Reviews Form**

Please use this form if you are making an appeal against or seeking a review about any decision that concerns the outcome of a complaint or a University disciplinary process resulting from non-academic and behavioural misconduct, including allegations of sexual misconduct and violence, harassment and bullying.   
  
You may also use this form to request a review of the outcome of a Non-Academic Misconduct investigation or Fitness to Study finding and for some instances of suspension from the University.  
  
This form is not to be used for appeals/reviews under the Academic Appeals procedure or in relation to Admissions Regulations.

Please note that you are expected to comply with the [Code of Practice on Student Behaviour in Appeals and Complaints](https://www.durham.ac.uk/media/durham-university/support-services-/student-support-and-wellbeing/student-conduct/Student-Behaviour-in-Appeals-and-Complaints.pdf).

Students may seek advice and assistance by contacting any of the following:

1. staff in their college’s [Student Support Office](https://durhamuniversity.sharepoint.com/sites/StudentSupport/SitePages/College-Support-Teams.aspx)
2. staff in their [Academic Department](https://durhamuniversity.sharepoint.com/sites/StudentSupport/SitePages/Department-Support-Teams.aspx) (as set out in the Departmental handbook)
3. the [Student Conduct Office](mailto:student.cases@durham.ac.uk)
4. the [Students' Union](https://www.durhamsu.com/)

Please complete this form clearly and note carefully the deadlines for submitting an appeal or review.

Your form may be forwarded to the appropriate adjudicating officer of the University if necessary.

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|  | **Personal Details** | |
| **Name:**  **Preferred Pronouns:** | **Student ID No (begins 000- or 001- followed by 6 numbers):** |
| **Degree or programme name:** | **Year of study:** |
| **College or Society name:** | |
|  | **Contact Information:**  *(Please note that this is the address the University will use while consideration of the complaint is underway)*  *(Please tick the preferred method of communication, if any)*  **Address:**  **Telephone No:**  **University email address:** | |
|  | **Disability**  Do you have a disability, and do you require any additional support or assistance to use this form or the complaints procedure? | |
|  | **About your appeal or request for a review**  **Summary of deadlines and grounds (please see relevant document(s) for full details):**    **Non-Academic Misconduct Procedure: Request for Investigation Review.**  (5 working days from receiving outcome)  • Evidence that the lnvestigator(s) did not follow appropriate procedure in investigating the Report and that this had a material effect on the investigation outcome, making it unsound .  • Substantial and relevant new information which the Reporting Party or Responding Party was unable to provide previously for a good reason and that this had a material effect on the investigation outcome, making it unsound.  • The findings of the Investigator were unreasonable given the evidence available.  **Non-Academic Misconduct Procedure: Appeal Against Disciplinary Action.**  (10 working days from receiving outcome)  • Procedural Irregularity.  • Evidence of further material circumstances which could not reasonably have been expected to have been submitted for consideration at the time of the investigation/hearing .  • The sanction was disproportionate to the offence.  **Complaints Procedure (University and Services): Request for Formal Stage Outcome Review.** (10 working days from receiving outcome)  • The identification of a procedural irregularity during the Formal Stage.  • Provision of new evidence together with a valid reason for why it was not previously submitted.  • The outcome of the Formal Stage was unreasonable in all the circumstances of the case  **Fitness to Study: Outcome Appeal**  (10 working days from date of the decision made by the Fitness to Study Meeting)  • Fitness to Engage in a Current University Activity· Evidence that the decision was not made in accordance with University Procedures and in the light of all relevant information  • Fitness to Engage in a Prospective University Activity· Evidence that the decision was not made in accordance with University Procedures and in the light of all relevant information  • Return to Study· The decision was not a reasonable assessment reached in accordance with the University Policy and in light of all relevant information  **Suspension: Appeal against a Suspension Decision (3a) or 3b) Gen. Reg. VI).**  • Evidence that the suspension procedure was not followed appropriately and why this had a material effect on the decision to suspend making it unsound.   * Substantial and relevant new information which the student was unable to provide previously for a good reason and why this had a material effect on the decision to suspend making it unsound. | |
|  | **Please select the procedure to which your review or appeal is in relation (all procedures, policies and related information can be found at**  [**Student Conduct - Durham University**](https://www.durham.ac.uk/colleges-and-student-experience/student-support-and-wellbeing/student-conduct/)   * A request for a review of an investigation outcome under the Non-Academic Misconduct Disciplinary Procedure. * An appeal against a disciplinary decision under the Non-Academic Misconduct Disciplinary Procedure. * A request for a review of the Formal Stage outcome under the Complaints Procedure (University and Services). * An appeal against a decision under the Fitness to Study Policy. * An appeal against a suspension decision made under 3a) or 3b) of General Regulation VI: Suspension. | |
|  | Describe here why you believe you have grounds for appeal/review, with reference to appropriate evidence (supporting evidence should be emailed to [student.cases@durham.ac.uk](mailto:student.cases@durham.ac.uk)). Please note that all relevant evidence which is to be considered must be submitted with the appeal or review application. The University will not gather evidence on your behalf. | |
|  | **List here any documents that you will be emailing to** [**student.cases@durham.ac.uk**](mailto:student.cases@durham.ac.uk) **to support your appeal/review and explain their significance to the appeal/review.**  Please note that all relevant evidence which is to be considered must be submitted with the appeal or review application.The University will not gather evidence on your behalf. \* | |

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|  | **Declaration and Submission**  By signing this form, I confirm that I read and understood the Complaints Procedure for Students. I have submitted this complaint following completion of the informal stage or I have provided reasons for why I did not consider informal resolution appropriate in the circumstances.  I understand that in order to investigate my complaint, members of staff referred to in the complaint will be made aware of the contents of this form and additional information and, if necessary, will have an opportunity to comment on them as part of the complaint investigation. | |
| **Electronically Signed:** | **Date:** |
|  | When you have completed all sections please submit this electronically, along with any supporting information to [student.cases@durham.ac.uk](mailto:student.cases@durham.ac.uk) | |

**Monitoring Information**

The following questions are optional. We monitor complaints/reports by these equality groups to inform our future work. For example, we might want to know how many female students have made a complaint/report in the last 6 months. Personal details are not included in these monitoring reports.

Please put an **X** in the box to indicate your response.

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|  | Do you consider yourself to be disabled within the definition of the Equality Act 2010?  The Equality Act 2010 describes a disabled person as: *"…anyone who has a physical, sensory or mental impairment, which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities."* | | | | | |
|  | Yes |  | No |  | Prefer not to say |
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|  | What is your ethnic group? | | | | | | | | | | | |
|  |  | Asian British |  | Indian |  | Pakistani |  | Bangladeshi | | |  | Chinese |
|  | | | | | | | | | | | | |
|  |  | Any other Asian background | | | | |  |  | | |  |  |
|  |  |  |  |  |  |  |  |  | | |  |  |
|  |  | Black British |  | Black African |  | Black Caribbean | | |  | Any other Black background | | |
|  | | | | | | | | | | | | |
|  |  | Afghani |  | Iraqi |  | Iranian |  |  | | | | |
|  | | | | | | | | | | | | |
|  |  | Any other Middle Eastern background | | | | |  |  | | | | |
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|  |  | White British |  | White Irish |  | White Eastern European | | |  | White Western European | | |
|  | | | | | | | | | | | | |
|  |  | Irish Traveller or Gypsy | | |  | Any other ethnic group | | |  | Mixed background | | |
|  | | | | | | | | | | | | |
|  |  | Any other White background | | |  | Prefer not to say | | |  | None of the above | | |
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|  | I describe my gender as... | | | | | | | | | | | |
|  |  | Man |  | Woman |  | Non Binary | | |  | Prefer not to say |  | In another way |
|  | | | | | | | | | | | | |
|  | Do you identify as trans? | | | | | | | | | | | |
|  |  | Yes |  | No | | |  | Prefer not to say | | |  |  |
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|  | Do you have a religion or belief? | | | | | | | | | |
|  |  | Agnostic |  | Buddhist |  | Christian |  | Hindu |  | Humanist |
|  | | | | | | | | | | |
|  |  | Jewish |  | Muslim |  | No religion |  | Sikh |  | Spiritual |
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|  |  | Prefer not to say | | |  | None of the above | | |  |  |
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|  | What is your sexuality? | | | | | | | |
|  |  | Asexual |  | Bisexual |  | Heterosexual |  | Gay/lesbian (Homosexual) |
|  | | | | | | | | |
|  |  | Queer |  | Prefer not to say | | |  | None of the above |
|  | | | | | | | | |