

**Code:** Appendix in support of QA616

**Title: NUI Galway Student Code of Conduct – APPENDIX 2**

**Version:** 1.0

**Date approved:** TBC

**Date for review:** Approval plus 24 months

**Approval Body:** Academic Council

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| Appendix 2  Notice of Appeal of Determination by University Discipline Committee / Disciplinary Officer / Designated Authority |
| The NUI Galway Student Code of Conduct should be read in full prior to completing this form, with particular attention to Section 9. The Appeals Process.  Please complete Part 1 and Part 2 of this form.  The form (Part 1 and Part 2) should be completed electronically or in writing in BLOCK LETTERS.  The completed form should be submitted to the Secretary of the Disciplinary Appeals Board ([disciplineappeal@nuigalway.ie](mailto:disciplineappeal@nuigalway.ie)). |

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| Part 1 *(for administrative purposes only)*  Name(s) and contact details of the Appellant(s)  (add additional lines/additional page if there is more than one Appellant) | |
| First name |  |
| Surname |  |
| Telephone number |  |
| Email address |  |
| Postal address for correspondence related to complaint |  |
| Staff/student ID (if relevant) |  |
| Is the appellant the Complainant or Respondent to the original complaint? | Complainant ☐  Respondent ☐ |

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| Part 2  Name(s) of the Appellant(s) (add additional lines/additional page if necessary if there is more than one Appellant) | |
| First name |  |
| Surname |  |
| Staff/student/other (if other, please specify) |  |

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| Explanatory Notes |
| An appeal may be made to a determination of the University Discipline Committee or the Disciplinary Officer or Designated Authority by either the Complainant or Respondent.  An appeal may be made to a determination of the Disciplinary Officer by the Respondent on the grounds of the sanction imposed and/or the finding made.  An appeal against the penalty imposed may be made on the grounds of a material procedural irregularity which has demonstrably affected the outcome or there is new material information available, which one of the parties was unable, for valid reasons, to provide, when the matter was being investigated and which would have significantly affected the outcome. |

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| Details of the Appeal | |
| Is the appeal in relation to the Discipline Committee/Disciplinary Officer’s findings, or sanction issued, or both. | Sanction only  Finding and sanction |
| What are the grounds on which the Appellant is relying upon in making their Appeal? | Material procedural irregularity  New material information |
| Please outline the specific procedural irregularity, as it pertains to the Code of Conduct, if applicable. |  |

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| Is the Appellant seeking a hearing (Yes/No)?  *Please note that the Appeal Board will determine whether a fresh hearing of the matter, or any element of it, is required.* |  |
| On what grounds is a hearing required or otherwise justified? |  |
| Is there new evidence to present at a hearing (Yes/No)? |  |
| What is the nature of the new evidence? (Please attach new evidence as a separate appendix to this form) |  |
| What are the reasons as to why this evidence was not brought to the attention of Discipline Committee/ Disciplinary Officer previously? |  |

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| Declaration of Appellant(s) and Signature (add additional lines/additional page as required if there is more than one complainant) | |
| I declare that to the best of my knowledge, the information presented herein and the statements made, are true. | |
| Signature(s) of Appellant(s) |  |
| Date on which appeal submitted |  |