



Code of Discipline for Students and PDRAs JMC Appeal form

Use this form if:

- you are dissatisfied with the outcome of the Junior Members Committee (JMC); and
- you are dissatisfied because of at least one of the permitted grounds for appeal:
 - a) that there has been a material breach of the College's procedures;
 - b) that the finding of fault was not reasonable;
 - c) that the penalty imposed can be shown to have been unreasonable under the circumstances;
 - d) that there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline or JMC at the time when their decisions were being made;
 - e) that there was bias or a reasonable perception of bias during the procedures.

Before completing this form you should:

- read the [Code of Discipline](#) and the Policy for handling personal information (Appendix 1);
- seek advice or support from your Tutor, Postgraduate Tutor, a member of the Fellowship, [the Student Advice Service](#), or another source of advice/support.

You cannot use this form if you:

- are the Reporting Person of the Concern – you may be able to make a complaint under the [Student Complaints Procedure](#);
- are the Respondent of a Disciplinary Committee (DC) and wish to dispute the outcome of a DC – you may seek its variation by writing to the Master within 7 days to request a review by members of the Appellate Committee. Such a request must explain clearly the perceived grounds for review;
- want to raise a concern about a different matter to the one considered by the JMC/DC;
- are dissatisfied with the outcome of the JMC but not because of one of the permitted grounds. Instead, email concern@trinhall.cam.ac.uk and explain that you are dissatisfied but without grounds for Review. You will then be issued with a Completion of Procedures letter, which may enable you to raise a complaint with the external ombudsman, the Office of the Independent Adjudicator.

Deadlines for making an appeal:

- an appeal should be made within 7 days of being sent the formal JMC/DC outcome letter. Appeals made after this time will be considered late;
- if you wish the College to consider a late request for an appeal then you will need to include an evidenced valid reason for the lateness. You will then be informed whether your reason for lateness has been considered valid or that your request for an appeal is out of time. If your request is out of time you will receive a Completion of Procedures letter.

Things to remember when submitting an appeal:

- complete all sections of the form and include all evidence you wish to be considered;
- you should not include unnecessary information about other people in your request;
- submit all documents to concern@trinhall.cam.ac.uk;
- you will receive an email, within a week, confirming what next steps will be taken;
- if you have any questions contact concern@trinhall.cam.ac.uk.



1. Complete your personal details

Surname/Family name:		Title:	
First/Given name(s):			
Email/CRSid:			
Degree/Course of			
Start date of course:		Year of study:	
Tutor:			

2. Do you require reasonable adjustments to be made to this process or correspondence to be sent to an authorised representative because of your disability? (If yes, please provide details of the adjustments or authorised representative and evidence of your disability)

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3. If your appeal to the formal outcome of a JMC that was sent over 28 days ago, please confirm your reason for lateness (you need to include evidence of your reason for lateness).

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4. Please identify the grounds on which your request for review is based (tick as appropriate):

a) that there has been a material breach of the College's procedures;	
b) that the finding of fault was not reasonable;	
c) that the penalty imposed can be shown to have been unreasonable under the circumstances;	
d) that there is fresh evidence, which was not reasonably available for presentation to the Dean of Discipline or Junior Members Committee at the time when their decisions were being made; and/or	
e) that there was bias or a reasonable perception of bias during the procedures.	



5. Please set out clearly and concisely, the reasons for appealing the outcome of the JMC.

Explain how your reasons meet the grounds ticked above and if your appeal includes new evidence, explain why this evidence could not have been submitted at an earlier stage.

6. Provide a list of any new evidence you wish to be considered with your appeal. The

evidence that you supply must be complete, relevant and proportionate.

Do not provide evidence you have already submitted or received through the Procedure.

Evidence	Author of Evidence	Date of Evidence	Relevance of Evidence

7. Please state what outcome you are hoping to obtain:

**8. Statement by Student (please tick to indicate your agreement with each statement):**

I have read and understood the Code of Discipline .	
I agree to the College handling my request for review and personal information in accordance with the Policy on the use of personal information under the Code of Discipline. This will include sharing a copy of my appeal with those involved in my appeal, so that they can respond to all aspects of my appeal.	
I confirm that any statement included in my appeal from someone supporting my appeal has been provided with the explicit consent of that person and their understanding that this information will be shared in accordance with the Procedure.	
I agree that the College may inform my Tutor or Postgraduate Tutor that: <ul style="list-style-type: none">- I have initiated an appeal; and- the outcome and reasons for the outcome of the appeal. <i>(Consent should not be unreasonably be withheld)</i>	
I understand that I should inform you immediately if any part of my review is being dealt with in a Court or Tribunal, or any other body.	
I declare that the information I have given on this form is true, correct and complete, to the best of my knowledge.	
Signed:	
Date:	

Submit this form and all evidence to concern@trinhall.cam.ac.uk

You will receive formal acknowledgement of your appeal, normally, within 7 days.