**How should I structure my evidence based proposal for appeal?**

There is no guidance on how to draft an evidence based proposal. We have created our own guidance to help students who may need support on how to draft an evidence based proposal. All cases are dealt with within its own merits and it important to cover any information that you feel that is important to your case.

The proposal is intended to convince two Responsible Officers to allow your case to proceed to a panel. The Responsible Officers are looking to see a proposal, based in evidence, that casts doubt upon the allegation that you committed academic misconduct.

You must think carefully about the reason you are submitting this proposal. You should only be making such a proposal if you deny the allegation and you have evidence to show you have not committed academic misconduct.

If you admit misconduct but want to ask that your penalty be lowered, then this is not the purpose of an Academic Misconduct Panel and you are better writing a statement to the School, via the Academic Misconduct Officer, requesting this. You can ask for assistance on this from your Students’ Union Adviser.

If, during the panel or in your proposal, you admit that you have breached the regulations then you will invalidate the purpose of the proposal, which is to defend against an allegation of misconduct that you are arguing did not occur.

* **Denying or accepting the allegation – introduction to the specific allegation for example. E.g** *I deny the allegation of plagiarism against me.*
* **Why you are denying the allegation? E.g** *I deny the allegation of academic misconduct against me because ….*
* **A chronology of the circumstances, facts and events surrounding your case.** You should provide a clear chronology of what has happened, from start to finish, explaining the facts of the case.
* **Comment on the evidence provided by university that you dispute and explain why. E.g** *I drafted my proposal by myself on 3rd February, and did not share my notes with friends. The university evidence does not support their assertion that I provided my notes to my friends because …*
* **Providing evidence such as notes, forms, research, emails, witnesses or any other relevant material. E.g** *I have provided my notes as attached, which I drafted on 3rd January and sent to my Supervisor and he approved. This shows that I had completed this work before the individual that I am being accused of sharing my work …*
* **Mitigation if necessary. Please note that this is not a strong defence against allegation, but a mitigating factor that may have contributed to any potential breach of the regulations. Regardless of mitigating factors, a panel cannot ignore a breach of the regulations and drop your penalty. E.g** *I have a medical note from my consultant to prove that during this time I had a lapse of judgement, and although I accept that this was ….*
* **Miscellaneous**. If you feel there is any information that is material to your case, and that will exonerate you, please do cover this in your evidence based proposal.
* **Outcome –** *In light of the evidence, I would like to take the case to a panel.*