

## GBS Appeal Against the Outcome of a Disciplinary Panel Hearing Form

*This form must be completed if a student wishes to make an appeal against the outcome(s) of a Disciplinary Hearing Panel. When completed, the student should send it to their Programme Leader or Dean (the Student Success Tutors can advise you how to do this).*

*Please read GBS Student Disciplinary Policy and Procedure very carefully. Remember that an appeal can only be lodged based on one or more of the following grounds:*

1. *The procedures outlined above for the disciplinary panel hearing have not been properly followed.*
2. *The student has produced new evidence to submit which was not presented at the time of the disciplinary panel hearing and has recently come to light.*
3. *There may be bias or a conflict of interest with one or more of the disciplinary panel members.*
4. *The student was ill at the disciplinary panel hearing and consequently not able to present their case properly (a doctor's certificate/medical evidence would be required).*

<b>YOUR DETAILS:</b>			
<b>Full Name:</b>		<b>Student ID:</b>	
<b>Date of making this appeal:</b>		<b>Course of study:</b>	
<b>Date of Disciplinary Panel Hearing:</b>		<b>Outcome of Disciplinary Panel Hearing:</b>	

<b>GROUND FOR APPEAL AGAINST OUTCOME OF THE DISCIPLINARY PANEL HEARING:</b>
<i>Please state one or more grounds for an appeal given above...</i>
<i>Please give further details on your grounds for your appeal and provide a summary of any evidence you can give in support of your appeal.</i>
<i>Please indicate type of evidence and attach copies of evidence, such as a doctor's note, to this form.</i>

**STUDENT DECLARATION**

*Data Protection Act 2018- By signing this form you are also agreeing to the following: Global Banking School will process the information provided by you and your personal data for the purposes of investigating and resolving your appeal and monitoring and evaluating the effectiveness of the student disciplinary procedure. If you do not give your consent by signing this form, Global Banking School will not be able to progress your appeal.*

***Please ensure that you complete each section of this form. When completed please sign and date, then submit to your Programme Leader at Global Banking School.***

*I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief. I agree that my appeal may be disclosed to relevant members of Global Banking School to the extent necessary for its consideration.*

*I authorise the reviewer(s) of this complaint to consider this form and any relevant information held by GBS to the extent necessary for the consideration of my appeal.*

**Student Signature .....****Date: .....**

**FOR OFFICE USE ONLY**

<b>Has the form been completed fully:</b>	<b>YES/NO</b>
<b>Has evidence been attached:</b>	<b>YES/NO</b>

**GBS Staff Signature .....****Date: .....**