

# KCLSU Appeals Procedure

1. This procedure shall be used to appeal against any decision concerning a student or group of students taken by:
  - 1.1. the Trustee Board;
  - 1.2. the Disciplinary Committee;
  - 1.3. or by way of the Complaints Procedure.
2. Notice of an appeal must be submitted in writing within 14 working days of the date of the order/decision to the Trustee Board of KCLSU. The notice should include the grounds for the appeal and any supporting documentation.
3. The Board shall consider whether, in its opinion, the appeal satisfies any of the grounds upon which it has been lodged. If so, an Appeal Committee shall be convened within a reasonable time of the receipt of the notice of appeal and the parties shall be notified of its time and date. If the discretion is not exercised, then the Board shall inform the member in writing of the refusal of appeal and the reasons thereto.
4. The Appeals Committee shall be comprised of:
  - 4.1. a member of the College Chaplaincy;
  - 4.2. any two members of the Student Council;
  - 4.3. any two Trustees;
  - 4.4. a College academic;
  - 4.5. A member of College non-academic staff ; and
  - 4.6. any sabbatical officer of any other London students' union, including the University of London Union (ULU).
5. The Chair of the Committee shall not be a member of KCLSU and shall not include any person involved at any previous stage of the Disciplinary Process.
6. The appellant may appear before the Committee in person to present the appeal or be represented by a member of the College community or ULU sabbatical officer.
7. The appeal shall not be a re-hearing of the original Disciplinary Committee but shall confine itself to the points raised in the grounds of appeal.
8. The Disciplinary Committee may be represented by its Chair (or nominee) to assist the Appeal Committee in considering whether the appeal should be allowed.
9. The Appeal Committee may:
  - 9.1. uphold the original order; or
  - 9.2. vary or modify the original order.
10. The Committee may not impose a penalty greater than that ordered by the Disciplinary Committee.
11. The decision of the Committee shall be final.