**G25 Appeal Guidance**

To be submitted within 14 days of the date of written notification of the decision against which you are appealing. Please note that we can only accept a G25 Appeal Form which is signed by the student who is appealing and/or where it has been submitted via their King’s College London email account.

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| Important Information |
| It is essential that you consult the [G25 Regulation](https://www.kcl.ac.uk/campuslife/acservices/academic-regulations/assets-21-22/kcl-academic-regulations-2021-22.pdf) and [our webpages](https://www.kcl.ac.uk/aboutkings/orgstructure/ps/acservices/conduct/g25-appeals) before completing this form, as it contains important information about how the College will handle your appeal and the relevant timescales.This form should be used for making a G25 Appeal and should be submitted to Student Conduct & Appeals via email: appeals@kcl.ac.uk |

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| Sources of Advice and Guidance |
| KCLSU Advice provides free, independent, and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the processWebsite: [kclsu.org/advice](https://www.kclsu.org/advice/)Contact Form: [kclsu.org/adviceform](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kclsu.org%2Fadviceform%2F&data=01%7C01%7Ckate.harvey%40kcl.ac.uk%7Cde63bbb83c4e4133061a08d5d06dc680%7C8370cf1416f34c16b83c724071654356%7C0&sdata=nxLqkvZsu5SQ%2FTCYy80znpL878A8%2BsBXiTiWcFhng2g%3D&reserved=0)Student Conduct & Appeals provides advice on matters concerning university regulationsWebpage: [kcl.ac.uk/appeals](http://www.kcl.ac.uk/appeals)Email: appeals@kcl.ac.ukTelephone: 0207 848 3989King’s College NHS Health CentreWeb:  [kclnhshealthcentre.com](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.kclnhshealthcentre.com&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=Kf%2BhPDqgz7gIkgqXBKC6AZh5Xh6LP1q581ubn0Ajxv0%3D&reserved=0) Telephone: 0207 848 2613Student Services\*Web: [self-service.kcl.ac.uk/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fself-service.kcl.ac.uk%2F&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=lx2VhQ56tdXKXR0bMfay5n0YtkJE1StbyiOpgN6qI24%3D&reserved=0)                                Telephone: 0207 848 1234 \* Student Services provide access to the Disability Support Service, the Counselling & Mental Health Service, Fees, Funding and Money Advice, International Student Support and Housing & Accommodation Support as well as other services.Guidance on harassment, bullying and discriminationWebpage: [https://www.kcl.ac.uk/hr/diversity/dignity-at-kings](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kcl.ac.uk%2Fhr%2Fdiversity%2Fdignity-at-kings&data=04%7C01%7Cdillon.maxwell%40kcl.ac.uk%7Cdd54fc3388994c345c1908d97cf8613c%7C8370cf1416f34c16b83c724071654356%7C0%7C0%7C637678228495833751%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=M1Tr5dpSM5PYVAXe1s7Pvw9nBblEQiJtUQvwTpFJIr4%3D&reserved=0)University RegulationsWebsite: [kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx)You may also wish to consider contacting your Personal Tutor or Course Representative for support. |

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**G25 Appeal Form**

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| 1. Your Details
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| Full Name |  |
| Student Number (the number on your King’s ID card) |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Alternative Email |  |

If you have supplied contact information which is different to the details currently held by the College please update your Student Record as soon as possible by following this link: [http://mykcl.kcl.ac.uk](http://mykcl.kcl.ac.uk/)

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| 1. Your Appeal
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| Please indicate which of the criteria your appeal is based on.That there is new evidence that could not have been, or for good reason was not, made available at the time of the decision to terminate your studies and that sufficient evidence remains that the decision warrants further consideration.*If appealing under this ground, please ensure that you have provided all of the following: -** *New information which has not previously been considered;*
* *A sufficient reason and evidence why you, for good reason, were not able or willing to provide this new information at an earlier stage of the process; and*
* *A sufficient reason/evidence to explain why your Appeal merits further consideration.*

and/orThat evidence can be produced of significant procedural error on the part of the College in terminating your studies, and that sufficient evidence remains that the decision warrants further consideration. *If appealing under this ground, please ensure that you have provided all of the following: -** *Clear evidence of a significant procedural error on the part of the College in terminating your studies; and*
* *A sufficient reason/evidence to explain why your Appeal merits further consideration.*

and/orAny other ground, including compassion (please specify the ground). *Please specify:*  |
| 1. Your Appeal
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| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number. |

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| 1. Supporting Evidence
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| If you are submitting documentation with your appeal, please list below each piece of documentation you have attached to this form. If you are referring to publications or legislation, please include the specific sections, rather than attaching the entire document. Please note that submitting significant documentation may result in the Vice Principal (Education) requiring extra time to consider your complaint. |

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| 1. Desired Outcome
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| Please briefly explain what you would consider to be a satisfactory resolution to your appeal. |

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| 1. Declaration
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| I have read and understood the College’s G25 Regulation.All information and documentation provided in/with this form is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that the submission of a falsified claim or documentation constitutes an offence under the G27 Misconduct Regulation and/or the G29 Fitness for Registration and Fitness to Practise Regulation.I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for any consideration of the appeal.I authorise the investigating officer to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal.I give permission for the College to seek verification of the authenticity of any statements or evidence provided with this appeal.If I choose to share this appeal/issues relating to this case in the media or on social media, I agree that I waive my rights to this information being kept confidential in so far as the College reserves the right to respond in an appropriate manner with due care and attention to any allegations which I makeStudent signature:Date: |