

GUIDE FOR APPLIANTS AND STUDENTS YOUR QUESTIONS ANSWERED

Please note that this process should only be followed if you wish to appeal the decision of a Criminal Convictions Panel.

This document is a walk-through process to assist you in understanding the University's Applicant and Student Criminal Convictions Policy ('the Policy'). **You are strongly encouraged to read this guide, together with the Policy, prior to completing your Criminal Convictions Appeal Form.**

A copy of the Regulations can be located at www.tees.ac.uk/studentregulations, and further information on submitting your Application Form to the Student Casework Office can be found in this guide.

1. What is a Criminal Convictions Appeal?

A Criminal Convictions Appeal is a formal request to review a decision made by the University's Criminal Convictions Panel. This panel decides whether an applicant or current student with a declared relevant criminal conviction can study at the University, and/or under what conditions. You can appeal if you believe the decision was unfair, incorrect, or new evidence has come to light since the decision of the Panel was published.

There is a flowchart at the back of this guide to assist you with this process.

2. Where can I get advice?

The Student Casework Office can assist you with the process.

Email: sco@tees.ac.uk

If you are a current student, the **Students' Union** can provide you with free, independent advice and guidance on your individual circumstances. If you are enrolled on a course, which is validated by Teesside University and delivered by a Partner Institution, please contact your own Students' Union or equivalent.

Email: suss@tees-su.org.uk

As a current student, for additional support you can contact the University's Student and Library Services who offer a wide range of services, including welfare advice, counselling and disability services.

Email: studentlife@tees.ac.uk

If you are an applicant, the relevant University's Admissions Team should be contacted with any queries you may have.

Email: admissions@tees.ac.uk (UK Admissions)

Email: internationalenquiries@tees.ac.uk (International Admissions)

3. Important questions to ask yourself before submitting an Appeal:

- Was there a mistake in the way my case was handled (procedural error)?
- Was the decision unreasonable, based on the evidence I provided?
- Do I now have new or additional evidence that could affect the decision?
- Am I within the 10-day deadline to appeal from the date I received the panel's decision?

3.1 Why could my Appeal be rejected?

Your appeal might be rejected if:

- It's submitted late and you haven't provided a valid reason or evidence for the delay.
- You haven't clearly shown one of the acceptable grounds for appeal (procedural error, unreasonableness, or new evidence).
- You didn't respond to previous requests for more information during the original process.

4. What if I am unsure whether my case falls within the Appeal process?

If you are not sure whether your situation qualifies for appeal, contact the Student Casework Office for clarification.

5. What should I do if I feel my case falls under the grounds for an Appeal?

1. Download the **Criminal Convictions Appeal Application** from www.tees.ac.uk/studentregulations
2. Complete the Application Form clearly, explaining which of the grounds you are appealing under.
3. Attach any relevant evidence or documentation.
4. Email it to sco@tees.ac.uk within **10 days** of receiving the decision.

6. How do I complete the Application Form?

- Be specific and clearly explain why you are appealing.
- Clearly state which ground(s) you are appealing under.

- Include any evidence you haven't submitted before (for example, updated documents from probation, support letters, etc.).
- Make sure to provide your full name, student number (if applicable), and contact details.

7. What if I would like somebody else to act on my behalf?

It is not permissible for the University to communicate with external third parties regarding your case without your written consent. This includes a representative from your Students' Union, legal representative, parent, guardian, or spouse. Therefore, if you wish the University to discuss your case with a third party, you will need to confirm this on your Application Form.

8. How do I submit my completed Application Form?

Email it to: sco@tees.ac.uk

9. How long will it take to process my Application Form?

You will usually receive a response within 15 days of submitting your appeal. If more information is needed, this may take a little longer.

10. What should I expect following submission of my Appeal?

- The Student Casework Office will review your form.
- If it meets the Appeal criteria, it will be forwarded to the University's Nominee for review.
- If your Appeal is accepted, a new Criminal Convictions Panel will be convened.
- If your Appeal is rejected, you will receive a Completion of Procedures letter.

11. What is a review by the University's Nominee?

This is a senior person within the University who independently reviews your Appeal to decide whether it meets the criteria for a fresh hearing (who has had no previous involvement of your case). They do not reassess the original case, they only review your Appeal application based on the permissible grounds.

12. What happens following consideration by the University's Nominee?

- If your Appeal **is upheld**, your case will be considered by a new Criminal Convictions Panel.
- If your Appeal **is rejected**, you will receive confirmation in writing, including your right to take your complaint further (if you are a current student).

13. What happens following a reconvened Panel?

If your Appeal is successful and your case is heard again:

- The new Panel will reassess all information and may make a different decision.
- Possible outcomes include being allowed to continue or re-enrol (with or without conditions), being withdrawn, or referred to disciplinary procedures.

16. If I am unhappy with the outcome at any stage, can I appeal?

If you are a current student, and your Appeal is rejected, you can submit a complaint to the Office of the Independent Adjudicator (OIA), an independent body that reviews University decisions. Applicants do not have access to the OIA.

17. How will I know when the process is complete?

You will receive written confirmation of the final decision, either:

- A formal outcome from the University; or
- A Completion of Procedures letter (which confirms the process is complete and outlines your right to complain to the OIA if applicable).

18. What is the OIA?

The Office of the Independent Adjudicator for Higher Education (OIA) is an independent body that reviews complaints from current or recently enrolled students. You must have received a Completion of Procedures letter from the University before approaching the OIA. You can find more information at: www.oiahe.org.uk/students.

