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**CRIMINAL CONVICTIONS APPEAL APPLICATION FORM**

(Effective from 19 September 2025)

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| **Please complete this form if you wish to request that the decision of the Criminal Convictions Panel be reconsidered.**  Before completing this Application Form, you are strongly encouraged to read the following documents:   * **Applicant and Student Criminal Convictions Policy** * **Criminal Convictions Policy ‘Guide for Students – Your Questions Answered’**   The form should be submitted to the Student Casework Office via email. Please remember to attach any documentary evidence.  Please note that any documents supplied as part of your Appeal will not be returned. You should complete all relevant sections as any omissions may result in a delay with your Appeal being processed. |

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| **1.     PERSONAL DETAILS** | |
| **Name:**  *Please provide your full name.* |  |
| **Student/Applicant Number:**  *You will find this on your Student Card or admissions letter.* |  |
| **Date of Birth:** |  |
| **Email Address:**  *This is the address that the Student Casework Office will use to communicate with you regarding your case.* |  |
| **Current Address:** |  |
| **Telephone Number:** |  |
| **Disability or Learning Difficulty:**  *Should you have any specific requirements relating to a disability or specific learning difficulty please indicate any adjustments you feel you need to access this process.* |  |

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| **2. COURSE INFORMATION** | |
| **Course:**  *For example, BSc (Hons) Psychology* |  |
| **Studying on a Professional Apprenticeship:** | Yes  No |
| **School:**  *(Please select as appropriate)* | School of Health & Life Sciences  Teesside University International Business School  School of Computing, Engineering & Digital  Technologies  School of Social Sciences, Humanities & Law  School of Art and Creative Industries  Teesside University London  TU Prague City  Other *Please state:* |
| **Level of Study:** | 4  5  6  7  Other |

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| **3. THE UNIVERSITY’S CRIMINAL CONVICTIONS PANEL PROCESS** | | |
| **When were you informed of the Panel’s decision:**  *A request for review can be made within 10 days of notification.* | | |
|  | | |
| **Panel decision applied to you:**  *Please put a “X” next to the decision that has been applied to you:* | | |
|  |  | *Permit the Applicant or Current Student to enrol/continue on the course with no conditions;* |
|  |  | *Permit the Applicant or Current Student to enrol/continue on the course but subject to conditions, for example in relation to University accommodation or the use of IT* |
|  |  | *Permit the Applicant or Current Student to enrol but on an alternative course.* |
|  |  | *Withdraw the offer and prevent enrolment by the Applicant and/or withdraw the Current Student from the course.* |
| *In the case of Current Student:* | | |
|  | v) a | *Interrupt their enrolment temporarily or temporarily exclude the Current Student pending receipt of further information;* |
|  | v) b | *Refer to the Student Disciplinary Policy and Procedure for consideration, to determine whether a breach of the Student Code of Conduct has occurred.* |

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| **4. GROUNDS OF APPEAL**  *Please indicate which of the ground(s) you are applying for by ticking the appropriate box(es) and explain your reasoning for your appeal under this ground:* | |
|  | **i) The procedures around the Declaration and Panel were not followed properly (procedural irregularity)** |
| *What was the procedural irregularity (please include any evidence you may have to support your application):* |
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|  | **ii) The outcome was unreasonable given the circumstances presented**  *(In this context, “unreasonable” shall be taken to mean perverse for example, that the decision was not a possible conclusion which a similar process of consideration might have reached.)* |
| *Why was the decision not a possible conclusion:* |
|  |  |
|  | **iii) New or additional evidence has become available which was not, or could not reasonably have been provided earlier in the process, which may have a significant (‘material’) effect on the decision.** |
| *Please list the new/additional evidence being provided:* |
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|  | *Why was this evidence not provided at an earlier stage:* |
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| **5. YOUR ADVISER (current students only)** |
| If you are a current student have sought advice from the Students’ Union, please state the name of the person who provided you with advice. |
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| Do I give permission for the University to discuss your case, provide documentation and copies of correspondence to you with the above person Please indicate below: |
| Yes  No  *The Student Casework Office is not able to provide documentation or communicate with the Students’ Union about your case without your consent.* |

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| 6**. YOUR PREFERRED OUTCOME** |
| Please indicate below what outcome you would like to see. |
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| 7**.     PRIVACY NOTICE AND DECLARATION** | |
| The Student Casework Office (SCO) will process personal data to facilitate and investigate your case and determine an outcome. This will include personal data provided by you in your application, and any correspondence between you and the SCO about your case. We may also access personal data from University systems, such as email correspondence and/or academic, attendance or health information. Personal data will be handled in confidence, and the SCO will only process personal data to the extent necessary to enable the proper administration of your case. However, where there are concerns regarding the welfare or safety of an individual, it may be necessary to share information with internal or external services to ensure the protection of those individuals.  Our processing fulfils the core functions of the University as a public authority and is conducted in the public interest. As such we rely upon the public task lawful basis Article 6(1)(e) to conduct this processing, and where special category personal data is processed, ( Article 9(2)(g) ‘substantial public interest’.  **Who we share data with:**  We will share the information you provide with any individuals with other relevant staff required to process your application. This may include sharing your evidence to supplement additional investigation outside of the process, to ensure all appropriate follow-up actions are completed. We may also be required to share some information with potential witnesses in order to record their accounts and any additional evidence.  Our insurance brokers and insurers may need to be notified where there is a possibility of a claim being raised against the University. We may need to share full details about your case which may include your application, and additional information about all involved parties.  In addition, if you refer a case to the [Office of the Independent Adjudicator](http://www.oiahe.org.uk/), there may be a need to share personal data with them in order to respond accordingly.  Further information regarding how the University will process your personal data can be found in the University’s [Student Privacy Notice](https://www.tees.ac.uk/sections/about/information_governance/privacy.cfm).  I declare that:   * the information provided on this Application form and any accompanying documentation is true to the best of my knowledge; * I have read and understood how my personal data will be processed; * where I have submitted personal data about a third party I have obtained written consent from that individual to share their personal data and have provided this with my Application or I have anonymised the Personal Data. | |
| **Signed:** |  |
| **Dated:** |  |

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| **CHECKLIST**    Before returning this form you are advised to check the following:   * You have read and understood the Applicant and Student Criminal Convictions Policy; * you have completed all relevant fields on this Application Form; * you have fully and clearly stated what would be a satisfactory outcome; * you have identified whether you have any specific requirements relating to a disability or specific learning difficulty (should you wish to discuss your requirements please contact the Student Casework Office); * you have clearly labelled any accompanying sheets; * you have included all relevant documentary evidence to support your case; * where you have submitted personal data regarding a third party you have obtained written consent from that individual to share their personal data and have provided this with your Application, or you have anonymised the personal data; |

**TO SUBMIT YOUR APPEAL**

**Email:** [sco@tees.ac.uk](mailto:sco@tees.ac.uk)