**Guidance on Evidence Based Proposal**

The Students’ Union has produced this guidance for students who wish to appeal an academic misconduct allegation.

* The purpose of an EBP is to convince the university that your case has enough merit to go to a Panel.
* This will be when the student does not admit the academic misconduct because they have grounds to challenge the decision, feels there is unique/special circumstances and admits academic misconduct but not the penalty

You must think carefully about the reason you are submitting this proposal. You should only be making such a proposal if you deny the allegation and you have evidence to show you have not committed academic misconduct.

If you admit the allegation and feel the penalty is disproportionate and harsh then you should let the Academic Misconduct Officer (AMO) know this who can then raise this with the school or you can write a statement and send this to AMO.

The burden of proof in Academic Misconduct Cases remains on the University to prove the allegation. So, they should provide all the evidence against you. It is important that students scrutinise the turnitin reports and to see that all the matches are correct.

* **Introduction to the specific allegation.**

The student can start off by saying whether they deny the allegation or if they are admitting to the allegation They should state the full allegation that is made against them.

If they are admitting the allegation, then explaining what they want the school or the AMO to do.

* **Why you are denying the allegation?**

The student should explain why they are denying the allegation and on what basis. For example, I am denying the allegation because I feel I have special and unique circumstances, or I have sufficient grounds to challenge the decision ie lack of evidence, inaccurate record, wrong or inaccurate interpretation of turnitin

* **A chronology of the circumstances, facts and events surrounding your case.** You should provide a clear chronology of what has happened, from start to finish, explaining the facts of the case.
* **Comment on the evidence provided by university that you dispute and explain why, an example could be** I drafted my proposal by myself on 3rd February and did not share my notes with friends. The university evidence does not support their assertion that I provided my notes to my friends because …
* **Providing evidence such as notes, forms, research, emails, witnesses or any other relevant material. E.g.** *I* have provided my notes as attached, which I drafted on 3rd January and sent to my Supervisor and he approved. This shows that I had completed this work before the individual that copied my work
* **Mitigation if necessary. Please note that this is not a strong defence against allegation, but a mitigating factor that may have contributed to any potential breach of the regulations. Regardless of mitigating factors, a panel cannot ignore a breach of the regulations and drop your penalty. E.g.** Ihave a medical note from my consultant to prove that during this time I had a lapse of judgement during this time.
* **Miscellaneous**. If you feel there is any information that is material to your case, and that will exonerate you, please do cover this in your evidence-based proposal.
* **Outcome –** In light of the evidence, I would like to take the case to a panel.

If you would like a proposal checked over prior to submission please fill in our Contact Form with your contact details (<https://www.uelunion.org/advice/academic/contact/>) and e-mail your proposal to studentadvice@uel.ac.uk