

STUDENT CENTRE – PLEASE RECEIPT THIS FORM AND FORWARD:  
Medway Student Centre to P053  
Avery Hill/Greenwich Student Centre to QM136



# Postgraduate Research Academic Appeal Form

Before completing this form, please read the **Guidance Notes** at the end of the document and *Section H: Academic Appeals Procedure (Research Awards)* of the *Academic Regulations for Postgraduate Research Awards (September 2018)* available on the University website at:

<https://www.gre.ac.uk/student-services/regulations-and-policies>

Your written appeal should be set out on the form below either using **black ink** or **word processed**.

You may add extra pages, where appropriate. Please ensure that you sign the declaration and date the form at the end.

## 1. General Information

SURNAME (family name)									
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FIRST NAME (s)									
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UNIVERSITY ID NUMBER	0	0	0						
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PROGRAMME OF STUDY									
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YEAR/STAGE OF STUDY									
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ADDRESS FOR CORRESPONDENCE – *please note that correspondence sent to this address will be assumed to have been received*

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CONTACT TELEPHONE NUMBER					EMAIL				
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If any of the above particulars differ from your Banner details, please ensure that you update your details in BannerWeb

## 2. Grounds of Appeal

If you are appealing against the decision of the **Faculty Research Degree Committee** to discontinue your registration with the university (Section A1.1 of the *Academic Appeals Procedure (Research Awards)*), please indicate in this section, by ticking the appropriate box, the grounds for your appeal:

- that there exist circumstances materially affecting the student's ability to meet the requirements of the action plan which were not known to the Faculty Research Degrees Committee when its decision was taken, and which it was not reasonably practicable for the student to make known to the Committee beforehand

*(you **must** show a compelling reason why this information was not made available to the Faculty Research Degrees Committee **before** it reached its decision, and provide documentary evidence in support.)*

- that there is evidence of procedural irregularity on the university's part, including administrative error, affecting the student's performance of such a nature as to create a reasonable possibility that the decision might have been different had it not occurred  
*(Problems associated with supervision and training, and environment (including resources), should have been raised on an RDA4a Form at the appropriate time during your programme of study. If, however, there is a compelling reason why supervisory and environment issues were not previously reported at the appropriate time, you will be required to provide demonstrable evidence of the reason(s).)*

If you are appealing against a Stage 4 outcome of the **Faculty Research Degrees Committee** or a **University Research Student Misconduct Panel** to uphold a research misconduct allegation (Section A2.1 of the *Academic Appeals Procedure (Research Awards)*), please indicate in this section, by ticking the appropriate box, the grounds for your appeal:

- that there is evidence of procedural irregularity on the university's part, including administrative error, which are of such a nature as to create a reasonable possibility that the outcome of the decision-making party might have been different had it not occurred

- that new evidence has been made available which could not have been made available to the decision-making party/parties when the student's case was considered and which can be shown to be material to the case  
*(you **must** demonstrate valid reasons why this new evidence was not made available to the Faculty Research Degrees Committee or at the University Research Misconduct Panel **before** a decision was reached and provide documentary evidence in support.)*

If you are appealing against the outcome of a **transfer viva assessment (upgrade from MPhil to PhD)** or **formal oral examination (viva voce)** (Sections A3 and A4 of the *Academic Appeals Procedure (Research Awards)*), please indicate in this section, by ticking the appropriate box, the grounds for your appeal:

- that there are circumstances affecting the student's performance that the assessors/examiners were not aware of at the oral examination  
*(you **must** show a compelling reason why this information was not made available to the assessors/examiners **before** their decision was reached and provide documentary evidence in support.)*

- that there has been demonstrable material procedural irregularity in the conduct of the oral assessment/examination and/or assessment/examination procedures of such a nature as to create a reasonable possibility that the outcome might have been different had it not occurred

- that there is evidence of unfair or improper assessment on the part of one or more of the assessors/examiners.

### 3. Details of Your Appeal

What decision are you appealing against?

When was this decision reached (e.g. date of Faculty Research Degrees Committee or examination)

### 4. Details of Programme Code & Programme Title

Please give details of the Programme Code (e.g. P08127) and Programme Title related to your appeal.

### 5. Other Information

Please indicate with whom you have discussed your cause for concern - and when - after receiving the decision/outcome against which you are appealing (*e.g. Programme Leader, Students' Union representative, supervisor*). What advice did they give you?

## 6. Documentary Evidence

Please give details and attach to this form **original** documentary evidence in support of your appeal. All documentation shall be retained unless you request its return.

a)

b)

c)

d)

e)

If you are unable to supply evidence with your appeal form please note that this must be submitted within 10 working days of the submission of your academic appeal.

***Please note, your appeal cannot be considered until evidence is provided***

## 7. Appeal Case

Please give an explanation of your appeal case. Where appropriate please include the date(s) of the examination/assessment affected, or Faculty Research Degrees Committee or University Research Student Misconduct Panel details. You should note that this information and any supporting evidence that you submit may be made available to your Faculty, as part of the initial consideration of your appeal.

*Please continue on a separate sheet of A4 paper if necessary*

## 8. Desired Outcome

*(The desired outcome must be permissible within current university regulations for postgraduate research awards)*

*As a result of this appeal I hope to...*

## 9. University Data Protection Policy

The University collects and processes the information that you provide on this form for the purposes of administering the academic appeals process. It will be shared with relevant staff within the University if necessary, and will only be disclosed to a third party according to the terms of the Act. Your data will be held securely for as long as is necessary for the purpose, and will be disposed of securely at the end of this period. To read the University's Data Protection Policy and Codes of Practice and for further information about Data Protection at the University, please refer to our website at [http://www.gre.ac.uk/governance/rmo/data\\_protection](http://www.gre.ac.uk/governance/rmo/data_protection).

## 10. Declaration to be signed by Student

I have read and understood the statement and agree to the University collecting, holding and processing my personal data for the purposes described. I declare that the information given in this appeal form and the accompanying papers is true and that I would be willing, if required, to answer further questions related to it.

Signed.....Date.....

## **NOTES FOR GUIDANCE: POSTGRADUATE RESEARCH ACADEMIC APPEALS**

*(please retain for your information)*

### **COMPLETING THE FORM**

All sections of the Postgraduate Research Academic Appeal Form must be completed in full. If you need advice or have difficulty with the form or do not understand the procedures, you may ask a member of staff from your Campus Student Centre, your Faculty Office, a Listening Ear or a Students' Union Advisor to help you.

#### ***First Name/s and Surname / Family Name***

Please give your first name and family name as shown on your University ID Card.

#### ***University ID Number***

Your University ID number is also shown on your University ID Card.

#### ***Programme of Study***

Your programme of study is the degree/qualification you are studying for, e.g. PhD Development Studies.

#### ***Year of Study***

This is the year you are in.

#### ***Address for Correspondence***

Please give the address to which you would like us to send all correspondence relating to your appeal. Bear in mind where you will be over the vacation if your appeal is submitted at the end of an academic term. Correspondence sent to the address provided on your appeal form will be assumed to have been received. Remember to tell us if you move while we are reviewing your appeal.

#### ***Contact Phone Number***

Please give a phone number where you may be contacted during the day.

#### ***Email***

Your main email address should be the one provided by the University and you should check this at least once every day so that the mail box does not get overly full. Please also provide your personal email address, should you prefer to use this option.

#### ***Appeal Case***

You should provide full details here of the issues you wish to raise. See '**What do I need to say on the appeal form?**' for more information.

#### ***Documentary Evidence***

You must submit with your appeal form, all documentary evidence in support of your appeal (e.g. medical certificates, letters, emails, and other original evidence you may have). If you are not sure what to provide, you should discuss it with a member of staff at the Campus Student Centre, your Faculty Office, a Listening Ear or a Students' Union Advisor.

#### ***Declaration***

You **must sign and date** the appeal form.

If you have a declared disability and require information to be sent to you in an appropriate/alternative format, please let the Appeals Investigation Officer know.

## WHO CAN SUBMIT AN ACADEMIC APPEAL?

Any current postgraduate research student, including a Professional Doctorate (e.g. EdD) student who has officially commenced the **research phase** of their programme, or recent graduate may submit an academic appeal, as long as the grounds for appeal are made in accordance with Sections H1-4 of the *Academic Appeals Procedure (Research Awards)*.

The academic appeal process for postgraduate research students studying for a **joint award** will be determined by the over-arching regulations for the award, as agreed by the collaborating institutions at the time of admission to the programme. Please refer to your offer letter for confirmation as to which institutions academic appeal regulations apply to your award.

## WHO MAY NOT SUBMIT AN ACADEMIC APPEAL?

Undergraduate and Postgraduate Taught, MSc by Research and Professional Doctorate (e.g. EdD) students who are in the **taught phase** of their programme cannot utilise the Postgraduate Research Academic Appeal process but can appeal using the regulations governing taught students as laid out in the Appendix E: Academic Appeals Procedure of the *Academic Regulations for Taught Awards*.

## WHAT CAN I APPEAL AGAINST?

An academic appeal is always directly assessment or progress related and can only be made against decisions reached by assessors/examiners, the Faculty Research Degrees Committee or a University Research Student Misconduct Panel.

*Please note, you cannot appeal just because you do not agree with the assessors/examiners decision regarding your outcome/recommendation. Any queries regarding your outcome/recommendation should be directed, in the first instance, to the Postgraduate Research Office or your supervisor.*

If there exist circumstances that you believe affected your performance in your examination/assessment you are expected to bring these to the attention of your Faculty or the Postgraduate Research Office prior to the assessment/examination or before the Faculty Research Degrees Committee meet to approve the recommendation. If you are citing such circumstances as grounds for appeal, you **must** give a compelling reason why you could not bring these circumstances to the attention of your Faculty or the Postgraduate Research Office prior to the assessment/examination taking place.

## WHEN CAN I APPEAL?

Academic appeal forms must be completed **in full** and submitted, **with evidence** in support of your appeal, within **15 working days** of the notification of the decision\* of the Faculty Research Degrees Committee, examiners/assessors or the outcome letter from the University Research Misconduct Panel (*as applicable*).

\*In respect of the Faculty Research Degrees Committee decision or formal notification of the examination/transfer assessment outcome, notification to the student is normally defined as the date you receive your formal email notification of the decision from the Postgraduate Research Office or Faculty Research Degrees Committee.

## WHAT DO I NEED TO SAY ON THE APPEAL FORM?

You must include in your appeal all the information that you wish to be considered. Any information that is left out cannot be included at a later stage. Do not assume that the longer the written case or the bulkier the papers the stronger is the appeal.



**Original** evidence must be provided in support of your appeal and listed on the appeal form. There may be exceptional circumstances in which evidence cannot be provided at that time, in which case you should specify the date on which it can be provided and outline the evidence to be supplied; this should normally be no later than **10 working days** after submission of the appeal form.

**Your appeal will not be considered until the listed evidence is provided.** If you have previously been in contact with the University Counselling Services about any issues raised in your appeal or matters that may have a bearing upon it, it may be appropriate to consult them.

### **HOW DO I SUBMIT MY APPEAL?**

Your appeal form and documentary evidence should be submitted via your Campus Student Centre where a receipt will be issued to you.

#### ***For dual/joint provision students only***

You may (usually after consultation with your Programme Leader) submit your appeal form and documentary evidence either by recorded delivery to a Campus Student Centre, for which postal details can be found on our website at <http://www2.gre.ac.uk/contact>, or by email directly to the relevant Faculty RETI office:

Liberal Arts & Sciences – [reti-pgrach@gre.ac.uk](mailto:reti-pgrach@gre.ac.uk)

Business – [reti-pgrbus@gre.ac.uk](mailto:reti-pgrbus@gre.ac.uk)

Education & Health – [reti-pgreh@gre.ac.uk](mailto:reti-pgreh@gre.ac.uk)

Engineering & Science – [reti-pgres@gre.ac.uk](mailto:reti-pgres@gre.ac.uk)

Once submitted, your appeal form and documentary evidence will then be forwarded to the Postgraduate Research Office. ***Please ensure you keep these guidance notes as well as a copy of the form for your records.***

### **WHAT WILL HAPPEN NEXT?**

You will receive an acknowledgement letter informing you that the investigation into your appeal has begun.

Please note, your appeal will be rejected by an Appeals Investigation Officer if it is determined that any of the following conditions apply:

- You have submitted your appeal outside of the stipulated deadline, without good reason
- You have submitted your appeal because you disagree solely with the academic or professional judgement of the Faculty Research Degrees Committee and/or examination or assessment panel.
- Your appeal is not within the scope of the grounds specified in Sections H1-4 of the *Academic Appeals Procedure (Research Awards)*.
- Your submitted documentation does not provide sufficient evidence to support a finding in your favour in relation to the grounds on which you have appealed.

In such cases, you will be notified in writing that your appeal has been rejected within 15 working days of the acknowledgment letter and you will be issued with a Completion of Procedures letter, which will include details of your right to request a review from the Office of the Independent Adjudicator for Higher Education (OIA) (see Section H11 of the *Academic Appeals Procedure (Research Awards)*).

### **MY APPEAL HAS BEEN ACCEPTED, WHAT HAPPENS NOW?**

If your appeal is accepted as valid for investigation, your appeal will be referred to the next available meeting of the Research Awards Appeal Board for formal review and you will be invited to attend the meeting to present your case.

You will be given a minimum notice period of 10 working days of the date, time and place of the meeting, accompanied by copies of all documentation to be used in consideration of the appeal.

The Research Awards Appeal Board may decide either:

- That the appeal is rejected and the original decision stands, in which case the appellant will be notified in writing by the Secretary within 5 working days and be given reasons for the decision.

OR

- That the appeal is referred back to the relevant decision making body or examiners to reconsider the original decision taking into account such information or findings as the Appeal Board may have presented, in which case the appellant will be notified in writing by the Secretary within 5 working days.

The reconvened decision making body will have the power to confirm or amend the original decision, the outcome of which will be provided to the Secretary within 20 working days. The student will then be notified in writing of the outcome by the Secretary within 5 working days and be given reasons for the decision.

### **MY APPEAL HAS BEEN REJECTED, WHY?**

Your appeal may be rejected if:

- You have not provided relevant/sufficient medical or other evidence to support an application based on exceptional circumstances not known to the committee/panel at the time.
- Your appeal concerns a long-standing health problem, which you were aware of at the start of your studies (unless there is independent medical evidence confirming that the problem was exacerbated at the time of the assessment).
- Your appeal has been submitted citing financial reasons relating to non-registration/non-submission of work, or that access to University facilities was restricted due to an outstanding financial obligation to the University.
- You are claiming to have not received assessment or other relevant correspondence, having changed address without updating BannerWeb details / informing the University.
- You did not understand, or claim to be unaware of, the published assessment/examination regulations and procedures for your programme, or you claim to be unaware of the procedures for presenting exceptional circumstances at the correct time.

(Please note that this list is not exhaustive)

The appeals procedure cannot be used to bring complaints related to resources, supervision or services. These must be raised at the time such issues occur and through the appropriate channels, e.g. Programme Leader, Faculty Research Degrees Committee or the University's Formal Complaints procedure.

In the event that a Formal Complaint is submitted at the same time as an Academic Appeal, regarding the same circumstances, the Appeals Investigation Officer and the Complaints Investigation Officer

shall jointly determine the manner in which the matters are resolved, and the appropriate timescales, whilst ensuring that the requirements of the respective Regulations are fully adhered to.

### **WHAT HAPPENS WHEN THE UNIVERSITY HAS COMPLETED ITS APPEAL PROCEDURES?**

On completion of your appeal, you will receive a *Completion of Procedures letter*, signifying that the University considers the Academic Appeals process to be complete. If you feel that the outcome of your appeal is unreasonable in relation to the evidence submitted, you may request a review from the Office of the Independent Adjudicator for Higher Education (OIA), within twelve months of the issue of the *Completion of Procedures* letter. Information regarding this is on the OIA website:

<http://www.oiahe.org.uk>

### **VEXATIOUS APPEALS**

Very few students respond unreasonably to a negative outcome by persistently contacting Appeals Office staff by letter, e-mail or telephone.

We understand that you may be disappointed with the final outcome of the investigation into your appeal but continuing to raise the same or similar matters over and over again could be considered as harassment by the recipient(s). Please be aware that any decision related to your academic appeal must be permissible under current University regulations.

### **ADVICE AND SUPPORT**

Free independent advice and advocacy is available from the University of Greenwich Students' Union and GK Unions Advice Service.

The University of Greenwich Students' Union:

Advice line: 020 8331 8267

Email: [suadvice@gre.ac.uk](mailto:suadvice@gre.ac.uk)

Web: <https://www.greenwichsu.co.uk/advice/>

Medway-based students can contact the GK Unions Advice Service:

Advice line: 01634 88 88 55

Email: [advice@gkunions.co.uk](mailto:advice@gkunions.co.uk)

Web: [www.gkunions.co.uk/advice](http://www.gkunions.co.uk/advice)