

Postgraduate Research Academic Appeal Form

Before completing this form you must read:

- a) The 'Guidance Notes' at the end of this document in full to ensure you present your case fully and appropriately
- b) The [Academic Appeals Procedure \(Research Awards\)](#)

Please tick here to confirm that you have completed a) and b) above

Deadlines for submitting your appeal:

- Appeals should be submitted no later than **14 calendar days (2 weeks)** after notification of the decision that you are appealing against.
- If you wish the university to consider a late appeal, you will need to include a valid reason and evidence for lateness with your appeal. You will then be informed either that your reason for late submission has been accepted or that your appeal is out of time for consideration.

A. GENERAL INFORMATION

FIRST NAME(S)		TITLE
FAMILY NAME		
UNIVERSITY ID NUMBER		
PROGRAMME OF STUDY		
YEAR/ACADEMIC STAGE		
FACULTY		
ADDRESS FOR CORRESPONDENCE (INCLUDE POSTCODE)		
DAYTIME PHONE		
EMAIL ADDRESS		

B. GROUNDS OF APPEAL

1. Section 4.1 of the *Academic Appeals Policy & Procedure (Research Awards)*

I wish to appeal against the decision of the Faculty Research Degree Committee to discontinue my registration with the university on the grounds that (*tick one or more relevant boxes*):

- a) there exist circumstances materially affecting my 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 me 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.*)

- b) there is evidence of procedural irregularity on the university's part, including administrative error, 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), are expected to have been raised on Form RDA4a 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 (see below).*)

2. Section 4.2 of the *Academic Appeals Policy & Procedure (Research Awards)*

I wish to appeal the decision of the Faculty Research Misconduct Panel (FRMP) or the University Research Student Misconduct Panel (URSMP) to uphold a research misconduct allegation on the grounds that (*tick one or more relevant boxes*):

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

- b) new evidence is available which could not have been made available to relevant panel when my 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 relevant panel **before** a decision was reached and provide documentary evidence in support.*)

3. Sections 4.3, 4.4 and 4.5 of the *Academic Appeals Policy & Procedure (Research Awards)*

I wish to appeal against the outcome of either (*tick the relevant box*):

- A transfer viva (upgrade from MPhil to PhD) or;
 A transfer assessment from the taught to the research phase of the Professional Doctorate or;
 A formal oral examination (viva voce) for final award (See Section 4.5 of the *Academic Appeals Procedure (Research Awards)*)

on the grounds that (*tick one or more relevant boxes*):

- a) there were circumstances affecting my 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.*)

- b) 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

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

C. DOCUMENTARY EVIDENCE

Please give details and submit with this form original documentary evidence in support of your appeal (see the Guidance Notes for details of suitable formats).

- a)
- b)
- c)
- d)
- e)

If you are unable to supply evidence with your appeal form please note that this must be submitted within 14 calendar days of the submission of your academic appeal.

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

D. DETAILS OF YOUR APPEAL

1. When was the decision that you are appealing against reached (e.g. date of Faculty Research Degrees Committee/transfer assessment/oral exam):

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

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

What advice did they give you?

4. 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.

E. 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...

F. DECLARATION TO BE SIGNED BY STUDENT

I declare that the information given in this Academic Appeal Form is a true statement of the facts and that I would be willing, if required, to answer further questions related to it.

I also acknowledge that, in accordance with i) the University's Student Privacy Notice, ii) the GDPR and iii) the Data Protection Act 2018, this form will be held on file by the Director of Student & Academic Services.

Signed:

Date:

G. SUBMITTING YOUR FORM

Once you have filled out all the relevant sections of the form, please **SAVE A COPY** using your family name and student ID number as the file name e.g. MOHAMMAD 000123456.

Email the saved copy of the form to academicappealsoffice@gre.ac.uk.

You can also email the team at this address if you are unsure or have any questions about the procedure.

NOTES FOR GUIDANCE ON HOW TO COMPLETE THE POSTGRADUATE ACADEMIC APPEALS FORM

FILLING IN 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.

YOUR DETAILS

FIRST NAME/S AND FAMILY NAME

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

TITLE

Use the title you like to be called by, e.g. Mr, Mrs, Miss, Dr, Rev

UNIVERSITY ID NUMBER

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

PROGRAMME OF STUDY

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

YEAR/STAGE OF STUDY

This is the year you are in or the stage you are studying, for example 'Year 3' or 'Level 4'.

FACULTY

Your Faculty is the name of the Academic Unit in which you study:

- Liberal Arts and Sciences (FLAS)
- Business (FBUS)
- Education, Health and Human Sciences (FEHHS)
- Engineering and Science (FES)

ADDRESS FOR CORRESPONDENCE

We are most likely to correspond with you by email but, should we need to post anything to you, please give the address you would like us to send all correspondence relating to your appeal.

DAYTIME PHONE

Please give a phone number where you can be reached during the day in case we need to contact you.

EMAIL ADDRESS

All correspondence will be undertaken by email. This should usually be to your student email address, but if you wish your correspondence to also be sent to a personal email address, please include it here.

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 all documentary evidence in support of your appeal (e.g. medical certificates, letters, emails, and other original evidence you may have) with your appeal form.

Please ensure that the original evidence is provided in an electronic format and attached to the email with your appeal form. Our system will accept JPEG, PDF or Microsoft Office (Word, Excel etc.) documents.

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 or recent graduate may submit an academic appeal, as long as the grounds for appeal are made in accordance with Section 4 of the *Academic Appeals Policy and Procedure (Postgraduate 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.

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 [Academic Appeals Policy and Procedure \(Taught Awards\)](#).

WHEN CAN I APPEAL?

Academic appeal forms must be completed **in full** and submitted, **with evidence** in support of your appeal, within **14 calendar days** (2 weeks) 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 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 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 Research & Enterprise Training Institute 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 Research & Enterprise Training Institute 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 Research & Enterprise Training Institute prior to the assessment/examination taking place.

Demonstrable material procedural irregularity in the conduct of the oral examination and/or examination procedures refers to any aspect of the examination that was not carried out in accordance with regulations and procedures and can be proven to have disadvantaged you or affected the outcome. You must be able to clearly explain what you believe the procedural error to be, how it disadvantaged you and provide supporting documentary evidence.

Unfair or improper assessment on the part of one or more of the assessors/examiners refers to the conduct of the assessors/examiners and whether they demonstrated any prejudice or bias during the examination that may have influenced the outcome. You

must explain clearly what the unfair or improper assessment was, how it disadvantaged you and provide supporting documentary evidence.

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 will not normally be able to be added at a later stage.

Please though do not assume that the longer the written case or the bulkier the papers the stronger is the appeal, concentrate on getting the key points of your appeal really clear and consider including a timeline of events to tie-in with your evidence.

Original evidence must be provided in support of your appeal and listed on the appeal form, and must be in English or accompanied by a certified translation. 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 **14 calendar 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?

Once you have filled out all the relevant sections of the form, please **SAVE A COPY** using your family name and student ID number as the file name e.g. MOHAMMAD 000123456.

You should then email the saved copy of the form to academicappealsoffice@gre.ac.uk.

WHAT WILL HAPPEN NEXT?

You will receive an acknowledgement email informing you that your appeal has been received and what the next steps will be.

Please note, your appeal will be rejected at the filtering stage if:

- 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 G1.1-1.3 of the [Academic Regulations for Postgraduate 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 21 calendar 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 11 of the [Academic Appeals Policy and Procedure \(Postgraduate Research Awards\)](#).

MY APPEAL HAS BEEN ACCEPTED, WHAT HAPPENS NOW?

If your appeal is accepted as valid for investigation, an Appeals Investigation Officer will consider your appeal to determine whether or not there is sufficient evidence to warrant the case being considered by the Research Awards Appeal Board.

If your appeal is referred to the Research Awards Appeal Board, it will be considered at the next available meeting 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 14 calendar 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 your appeal is rejected and the original decision stands.

OR

- That your 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.

MY APPEAL HAS BEEN REJECTED, WHY?

Your appeal may be rejected if it is determined that no substantive case has been established, for example:

- 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 procedures 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

Occasionally 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 Greenwich Students' Union.

Greenwich Students' Union:

Email: suadvice@gre.ac.uk

Web: www.greenwichsu.co.uk/advice

Online contact form: www.greenwichsu.co.uk/advice/triageform

For students at Medway, please visit: www.greenwichsu.co.uk/medway/advice