**RESEARCH DEGREE PROGRAMMES**

**Appeal Form**

**For appealing against the recommendation of a**

**Research Students’ Progress Board or a Viva Examination Decision**

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| **Section A – Please complete this form in full and send to** [**pgrappeals@essex.ac.uk**](mailto:pgrappeals@essex.ac.uk) |

Before you complete this form please read the Appeals Procedure and guidelines online <https://www1.essex.ac.uk/students/exams-and-coursework/ppg/pgr/default.aspx>. Appeals must be submitted electronically to [appeals@essex.ac.uk](mailto:appeals@essex.ac.uk) within **twenty working days** of receiving written confirmation of the Executive Dean’s (or their deputy’s) decision from the Postgraduate Research Education Team. Alternatively, you may print this form, complete it and submit it to the Student Services Hub <https://www1.essex.ac.uk/students/contact/default.aspx>. We strongly encourage any student who is thinking about submitting an appeal to seek advice and guidance from SU Advice <https://www.essexstudent.com/advice/>.

**International students:** if the decision you are appealing against has implications for your immigration status where it would mean that the University would report to UKVI (UK Home Office), no action will be taken until the completion of the appeals process.

If you require any further information, please contact the Postgraduate Research Education Team:

* Email: [pgresearch@essex.ac.uk](mailto:pgresearch@essex.ac.uk)
* Telephone: 01206 874634

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| **PRID** |  |
| **Student Registration Number** |  |

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  | |
| **Surname** |  | |
| **Contact Telephone** |  | |
| **Contact Email** *(please use University email address where possible)* |  | |
| **Correspondence Address** |  | |

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| --- | --- | --- | --- | --- |
| **Department/ School** |  | | | |
| **Programme of Study**  **(PhD, MPhil, MProf, MAD, MSD)** |  | | | |
| **Year of Study** |  | | | |
| **Tier 4 Student** | Yes |  | No |  |

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| **What is the decision against which you are appealing?** |
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| **What outcome are you seeking?** |
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| **Please mark an ‘X’ next to the grounds upon which your appeal is based.** | |
| There is new evidence, which for good reason was not previously available to the RSPB/examiners, which might have materially affected the outcome. |  |
| The Supervisory Panel/RSPB/examiners did not follow the University’s procedures, which led to you being disadvantaged. |  |
| There is evidence of prejudice and/or bias or the appearance of prejudice and/or bias during the Supervisory Panel/RSPB/examination process. |  |
| Other (please read below) |  |

Other grounds will be considered on their merits, but the following are not considered legitimate grounds for appeal, and any appeals based exclusively on one or more of these grounds will be rejected automatically:

* 1. Prior informal assessments of the student’s work by the supervisor or another member of staff;
  2. The retrospective reporting of extenuating circumstances which a student might reasonably have been expected to disclose in advance of the RSPB/examination;
  3. Concerns relating to the inadequacy of supervision or other arrangements during the period of study. Students should raise such complaints in writing in accordance with the University complaints procedure (or equivalent for Partner Institutions) in advance of the RSPB/examination and preferably during the standard period of study;
  4. Appeals against academic judgement. Coursework and examinations cannot be remarked, except in cases of procedural irregularities.

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| **Appeals Statement**  Please give the reasons for your appeal and any other explanation/information that may be relevant. |
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| **Supporting Evidence**  You should provide evidence to support your appeal. Appropriate evidence may include, but is not limited to:   * Medical certificate/hospital letter * Death certificate/order of service * Any relevant correspondence with the University or external organisations * An evidence pro-forma from Student Support   Please list the documentary evidence you have attached in support of your appeal. Please note that failure to substantiate your appeal with evidence may result in your appeal being dismissed. |
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**Please mark an ‘X’ if applicable:**

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| I have had contact with Student Support about the matters discussed as part of this appeal and I give my permission for Student Support to release information held about me for the consideration of my appeal: | | | |  |
| **Signature**: |  | **Date:** |  | |

*If you send the form as an email attachment, please type ‘submitted electronically’ in the signature box*