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**STAGE 2**

**RESEARCH DEGREE APPEAL FORM**

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| **Please ensure that you have read and understood the Academic Appeals Regulations and Part C: Procedure for Research Degrees, available at:**  <https://registry.southwales.ac.uk/student-regulations/academic-appeals/>  **This form should be submitted to the Student Casework Unit within 10 working days of the publication of your results, via:** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) |

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  | | |
| **Email address:** |  | | |
| **Telephone Number:** |  | | |
| **Course:** |  | | |
| **Faculty:** |  | | |

**COMMITTEE/BOARD AGAINST WHICH YOU ARE APPEALING**

|  |  |
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| **Is your academic appeal related to the outcome of the Faculty Research Degrees Committee or its Progress Board regarding progression or transfer?** |  |
| **Is your academic appeal in relation to the examination decision of the Research Degrees Committee?** |  |
| **Are you due to graduate at the next graduation ceremony?**  *(please refer to the guidance notes)* |  |

**GROUNDS FOR APPEAL: DECISION OF THE FACULTY RESEARCH DEGREES COMMITTEE OR ITS PROGRESS BOARD**

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| Ground A | There has been an administrative error |  |
| Ground B | Proper process has not been followed in relation to assessment of your progress |  |
| Ground C | An academic decision was not arrived at in accordance with the regulations of the course |  |

**GROUNDS FOR APPEAL: DECISION OF THE RESEARCH DEGREES COMMITTEE**

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| **Material procedural defect or irregularity which is relevant to the outcome of the academic decision** | | |
| Ground A | There were circumstances affecting your performance which the examiners were not aware of at the oral examination |  |
| Ground B | There is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity |  |
| Ground C | There is evidence of unfair or improper assessment on the part of one or more of the examiners  *NB You may not otherwise challenge the academic judgement of the examiners* |  |

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| **Please detail why you feel you have grounds for appeal:** |
| *Please state what evidence you have attached that would support your claim* |

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| **Please detail what reasonable outcome or further action you are expecting:** |
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**EVIDENCE**

|  |  |
| --- | --- |
| **Evidence attached in support of your appeal**  ***Please refer to guidance for information about third party evidence*** | |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, written statement* |  |
| *e.g. letter, e-mail, written statement* |  |
| *e.g. letter, e-mail, written statement* |  |

**SPECIFIC REQUIREMENTS FOR STUDENTS WITH A DISABILITY**

The Student Casework Unit is committed to providing an inclusive service to all our students. We recognise that bringing forward an academic appeal may be a very stressful time. There are a number of ways in which the University can support you through its casework procedures. Please see <https://registry.southwales.ac.uk/student-regulations/> - Support for Students with Disabilities for more information.

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| **If you have a disability that you wish for us to take account of, please indicate below.** |
|  |

We will contact our Disability Service and/or our Wellbeing Service to establish if you are registered with them. If you are not registered, then we may need to ask you for evidence of your disability.

**DECLARATION**

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| --- | --- | --- | --- |
| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.**  **I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].** | | | |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: <https://registry.southwales.ac.uk/student-regulations/> [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)