CONFIDENTIAL FORM CSRAC

**Queen’s University Belfast**

Central Student Research Appeals Committee

Appeal Form

This form should only be used if you are a postgraduate research student appealing a decision made by the Faculty Student Research Appeals Committee (FSRAC) to the Central Student Research Appeals Committee (CSRAC) (Stage 2).

If you decide to appeal against the decision of the FSRAC under the University’s Academic Appeals Regulations (Research Degree Programmes), you should complete and submit this form **within ten working days of the notification of the decision of the FSRAC**. Please send the form to Academic Affairs, Level 6, Administration Building, Queen’s University Belfast, BT7 1NN or by email to appeals@qub.ac.uk.

Please read our [Academic Appeal Regulations (Research Degree Programmes)](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AcademicAppeal/Research/) which outline the procedure for appeals against a decision of the FSRAC.

You are advised to contact [Advice SU](http://www.qubsu.org/AdviceSU/) for advice and information on the Academic Appeals procedure. You must also attach the documents in support of your appeal and list them on the final page of this form.

Please read our [CSRAC - Student Guide](http://www.qub.ac.uk/dasa/AcademicAffairs/AppealsComplaintsandMisconduct/AcademicAppeals/ResearchDegreeProgrammes/AStudentGuide/)

All sections of this form **must** be completed. **It is your responsibility to ensure that all the supporting evidence which you wish the CSRAC to consider is attached to this form**. Your appeal will be considered in accordance with the procedure set out in the link above. You will be invited to attend a meeting of the CSRAC to present your case on the ground(s) of appeal.

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| Full Name: |
| Student Number: |
| School: |
| Programme of Study: |
| Year of Study (i.e., Year 1, 2,etc): |
| Address for Correspondence: |
| Tel no: | Mobile no: |
| E-mail: |
| Please state the decision against which you are appealing (e.g. you cannot progress to the next stage of your research study; or that you have not been awarded the qualification for which you are registered) and the date this decision was communicated to you. You should attach a copy of the decision letter. |
| **Grounds of Appeal** |
| Please consider carefully the ground(s) on which you wish to lodge an appeal and indicate as appropriate. An appeal will NOT be considered unless it is made on one of the permissible grounds as follows: |
| 1. New evidence has become available which could not have been provided to the FSRAC (evidence withheld from the FSRAC will not normally constitute new evidence).
 |  |
| 1. There has been a procedural irregularity by the FSRAC which has had a demonstrable impact on the outcome.
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| ***Challenges to the academic judgement of the examiners shall not be considered.*** |
| Please state who you have discussed this matter with in your School:Name: Position:  |
| Please give full details of the circumstances **relevant to the ground(s) of the appeal** and the impact that these have had on you:Please continue on a separate sheet if required**.** |
| Please state the outcome you are seeking from the appeal (you should consult the University’s Regulations and your School’s Programme Regulations to check that the outcome you are seeking is permissible under the Regulations and, therefore, an option available to the CSRAC): |
| Please list the documentation attached in support of your appeal. **Please note that documentation submitted after the deadline for appeals to CSRAC may not be considered by the CSRAC.***Please note: all hard copies of supporting documentation will be destroyed within 30 days of the appeal hearing unless requested to be returned.* |

You will be required to attend in person to present your appeal to the CSRAC.

The information on this form and any supporting evidence submitted by you will be used to consider your appeal and will, therefore, be disclosed to the School and to the CSRAC. In signing this appeal form you are declaring that you have read and understood the relevant University Study Regulations and the Academic Appeals Regulations (Research Degree Programmes) and that you consent to this information and supporting evidence being disclosed to the School and the CSRAC as necessary for consideration of your appeal. If you wish to withdraw consent to any information being disclosed to your School or the CSRAC, you may do so at any time by sending an email to appeals@qub.ac.uk, providing the information has not already been disclosed.

By signing this appeal form, you are also confirming that your appeal is a true reflection of your situation.

Signed:Date:

This appeal must be signed and dated and returned to Academic Affairs, Level 6, Administration Building, Queen’s University Belfast, BT7 1NN or emailed to appeals@qub.ac.uk