CONFIDENTIAL FORM FSRAC

**Queen’s University Belfast**

Faculty Student Research Appeals Committee

Appeal Form

This form should only be used if you are a postgraduate research student appealing a decision relating to progression, assessment or award to the Faculty Research Appeals Committee (FSRAC).

If you decide to request an appeal under the University’s Academic Appeals Regulations (Research Degree Programmes), this form should be completed **within ten working days of the date of the written communication stating the progression, assessment or award decision** you wish to challenge. 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](mailto:appeals@qub.ac.uk).

Please read our [Academic Appeals Regulations (Research Degree Programmes)](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/AcademicAppeal/Research/) which outline the procedure for appeals against a progression, assessment or award decision, available at

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

Please read our [FSRAC - 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 FSRAC to consider is attached to this form as the FSRAC will consider your appeal on the written documentation you have provided**. Academic Affairs will acknowledge receipt of the appeal and will refer the matter to the Faculty Pro-Vice-Chancellor (or nominee).

|  |  |  |  |
| --- | --- | --- | --- |
| 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. If possible, you should attach a copy of the decision letter) and the date this decision was communicated to you. You should attach a copy of the letter from the University setting out the decision you wish to challenge. | | | |
| **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 School (evidence withheld from the School will not normally constitute new evidence). | | |  |
| 1. There has been a procedural irregularity which has had a demonstrable impact on the progress/assessment/award outcome. | | |  |
| 1. There is evidence of inadequate assessment on the part of one or more examiners. | | |  |
| 1. There is evidence of inadequate supervision. This refers not to academic judgement of supervisors regarding the quality of students’ work, but rather to the adherence to University regulations, procedures and codes of practice for the supervision of postgraduate research students. The student shall be expected to either show that he/she took action at the earliest possible stage to deal with any alleged supervisory problems, or to explain why he/she did not take such action. | | |  |
| ***Challenges to the academic judgement of the examiners shall not be considered.*** | | | |
| Name of Principal Supervisor: Date of appointment of Principal Supervisor:  …………………………………  Name of Second Supervisor: Date of appointment of Second Supervisor:  ………………………………………..  Details of any change/s of Supervisors and reasons for the change/s | | | |
| Please provide the following details for the period during which you have been a registered student on the research degree programme: | | | |
| i Date of first registration on your programme of study: | |  | |
| ii Date of Differentiation Panel: | |  | |
| iii Date of any unsuccessful attempts at Differentiation (if applicable): | |  | |
| iv Dates and duration of any approved leave of absence (if applicable): | |  | |
| v Dates and duration of any unapproved periods of absence (if applicable): | |  | |
| vi Dates of time spent away from campus (Belfast) to carry out research (if applicable): | |  | |
| vii Anticipated submission date (if submissions has not yet happened)/actual submission date: | |  | |
| viii Date of oral examination: | |  | |
| ix Dates of changes in registration status: full-time, part-time, thesis only (if applicable) | |  | |
| If there was a delay in Differentiation (ie after year 1 FTE), please give reasons for the delay: | | | |
| If there was a delay in the submission of the thesis, (ie after year 4 FTE), please give reasons for the delay and details of approved extensions: | | | |
| 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 FSRAC): | | | |
| **As the FSRAC will consider your appeal on written evidence only, it is essential that you provide all the relevant information and supporting evidence to the FSRAC by the appeal deadline.**  Please list the documentation attached in support of your appeal:  *Please note: all hard copies of supporting documentation will be destroyed within 30 days of the appeal hearing unless requested to be returned.* | | | |

|  |  |
| --- | --- |
| **Check list** | |
| Have you checked, signed and dated your Appeal Form? | Yes/No |
| Have you attached all supporting evidence to your Appeal Form? | Yes/No |

As the FSRAC will consider your appeal on written evidence only, it is essential that you submit all the relevant information and supporting evidence by the appeal deadline.

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 FSRAC. 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 FSRAC as necessary for consideration of your appeal. If you wish to withdraw consent to any information or supporting evidence being disclosed to your School or the FSRAC, you may do so at any time by sending an email to [appeals@qub.ac.uk](mailto: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](mailto:appeals@qub.ac.uk)