**Student Appeal to Faculty Student Research Appeals Committee**

**Response from School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Student Information

School Statement and/or Detailed Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: |  | Student ID: |  |
| Response by: |  | Position: | **New Evidence** |
| **New Evidence** | | | |
| Was the School aware of this Information? |  | | |
| Did the student make any attempt to inform the School of this information? If so provide details. |  | | |

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| --- | --- |
| **Procedural Irregularity** | |
| Is there any evidence that a procedural irregularity took place? |  |
| Is there evidence that the procedural irregularity impacted on the progress / assessment / award outcome? |  |

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| --- | --- |
| **Inadequate Assessment** | |
| Is there any evidence that inadequate assessment took place? If so, please provide details. |  |
| **Inadequate Supervision** | |
| Is there any evidence that inadequate supervision took place? If so, please provide details. |  |

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| --- | --- |
| **Please provide the following documentation if relevant/appropriate** | |
| Initial Review documentation (contained on Research Student Lifecycle) (if appropriate) |  |
| Documentation regarding the outcome of APR(s) and Differentiation(s) attempts (including outcome letters and feedback) (contained on Research Student Lifecycle) |  |
| Any SPRC Minutes (if relevant) |  |
| All minutes / notes / records of formal meetings between student and primary/appointed supervisor (please note that this may comprise screenshots from QUB Research Student Lifecycle) |  |
| Where the appeal relates to viva, copy Examiners’ Independent Reports, Joint Examiner Report and Report from the Independent Convenor of the Board of Examiners |  |
| Any relevant correspondence between Student and School |  |
| Copy differentiation guidelines (if appropriate) |  |
| Postgraduate Research Student Handbook |  |
| Any Request For Change of Registration Status (through Research Student Lifecycle) |  |
| Any other relevant documents which may better inform the FSRAC’s decision |  |

**\*\* Please ensure any documentation provided relates only to the student, and that references to other students are redacted\*\***

**\*\*Where possible, please provide documentation in PDF format. If not possible, please ensure that files are numbered to indicate the order in which they should be presented to the Committee\*\***

|  |  |
| --- | --- |
| Please provide details of the Primary and Secondary Supervisors | |
| Name of Primary Supervisor: | Date of Appointment of Primary Supervisor: |
| Name of Secondary or Co-Supervisor: | Date of Appointment of Secondary or  Co-Supervisor: |
| Details of any change/s of supervisors and reasons for the changes: | |

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| Please provide details of any periods of temporary withdrawal |
| Please provide details of periods of absence and any concessions granted. |