

## Thomas J Moran Graduate School Postgraduate Scholarships

### Complaints and Appeals

The Thomas J Moran Graduate School awards the following Scholarships:

- Larmor University Studentship
- Alumni Postgraduate Research Scholarship
- Dr RWM Strain Masonic Charitable Trust Development and Innovation Bursaries

The University aims to consider all applicants fairly and in line with the principles outlined in each award's Funding Finder entry and if applicable the Guidance Notes. However, it is recognised that there may be occasions where applicants wish to request an appeal (review of the funding decision) or make a complaint about the handling of their application or enquiry. This is based on the University-wide Student Complaints Procedure.

This procedure covers the following types of appeal and/or complaint:

- **Complaints** about the University's handling of a query or an application for a scholarship (refer to list above).

- **Appeals** will be considered on the grounds that the published selection process has not been followed.

Appeals will not be accepted on the basis of disagreement with the criteria that were applied or with the Panel's decision.

#### Complaints

A complaint is an expression of dissatisfaction about the standard of service, action or lack of action by the University. In order to constitute a complaint under this Procedure, the issue must have impacted personally on the complainant and the outcome / remedy sought by the complainant must relate directly to them.

Complaints relating to this procedure must be submitted in accordance with the [Student Complaints procedure](#). It is hoped that any complaints can be addressed and resolved informally. Complaints about an element of service relating to a query or handling of an application for an award may be sent to the Dean of the Graduate School c/o [pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk) by **14 July 2025**.

We also welcome feedback to help us improve for future processes.

#### Appeals

An appeal relates specifically to how the selection criteria were applied to your application, not to the outcome itself or disagreement with the number of awards available. If you believe that the criteria outlined in the Guidance Notes were not correctly applied to your scholarship application, and you were therefore not awarded funding, you may contact the Postgraduate Awards team at [pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk) to check that all relevant information was accurately considered. You do not need to complete the appeals form at this stage. While awards are limited and are prioritised based on the highest levels of financial need, we aim to ensure that all eligible applications were assessed fairly and in line with the published criteria. It is possible for a student to submit a complete and eligible application but not receive funding due to the number of awards available. We hope that most issues can be resolved through this initial review without the need for further escalation. If you believe that there was a procedural irregularity in consideration of your application, and wish to submit an appeal, after receipt of your outcome email please complete the form in Appendix 1 and submit by email ([pgawards@qub.ac.uk](mailto:pgawards@qub.ac.uk)) by **14 July 2025**, the specified deadline for Appeals or Complaints

Upon receipt of your appeal, it will first be reviewed by the PG Awards team to determine if the decision was based upon accurate information. You may be asked to confirm details relevant to your eligibility for the studentship.

If it is determined that the decision was made on the basis of correct information, then the appeal will proceed to a review by a Senior Academic/Administrator who was not involved in the original Panel decision. Escalation to this independent reviewer will only occur if the initial review confirms that there are valid grounds for appeal based on eligibility or procedural issues. The independent reviewer will consider the relevant criteria, the original decision, and any explanation provided by the Panel, and will determine whether the appeal is upheld, not upheld, or whether further information is required to reach a decision.

You will receive confirmation that your appeal has been received within 2 working days (not including weekends or University closure period).

Please refer to the relevant Guidance Notes for details of the selection process.

Award Name	<i>Link to the Funding Finder Entry</i>
Larmor University Studentships	<a href="https://www.qub.ac.uk/Study/funding-scholarships/Directorates/AcademicStudentAffairs/TheGraduateSchool/LarmorUniversityStudentships-1.html#apply">https://www.qub.ac.uk/Study/funding-scholarships/Directorates/AcademicStudentAffairs/TheGraduateSchool/LarmorUniversityStudentships-1.html#apply</a>
Alumni Postgraduate Research Scholarship	Link to be added to Funding Finder entry and page with Guidance Notes
Dr RWM Strain Masonic Charitable Trust Development and Innovation Bursaries	<a href="https://www.qub.ac.uk/Study/funding-scholarships/Directorates/AcademicStudentAffairs/TheGraduateSchool/DrRWMStrainMasonicCharitableTrustDevelopmentandInnovationBursaries.html#further">https://www.qub.ac.uk/Study/funding-scholarships/Directorates/AcademicStudentAffairs/TheGraduateSchool/DrRWMStrainMasonicCharitableTrustDevelopmentandInnovationBursaries.html#further</a>

**Appendix 1: Appeal form for Thomas J Moran Graduate School Awarded  
Postgraduate Scholarships**

Larmor University Studentship, Alumni Postgraduate Research Scholarship, Dr  
RWM Strain Masonic Charitable Trust Development and Innovation Bursaries

Full Name:	
Student Number:	
School:	
QUB E-mail:	
<b>Grounds of Appeal</b>	
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:	
i. There has been a procedural irregularity which has had a demonstrable impact on the outcome.	
ii. Inaccuracy in information used to determine decision	

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Please give full details of the circumstances **relevant to the ground(s) of the appeal**.

Please state the outcome you are seeking from the appeal:

Please state any evidence you have provided to support your ground(s) for appeal:

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