**Stage 3 Request for A Review of An Academic Appeal for a Research Degree Candidate Form**

**STRICTLY PRIVATE AND CONFIDENTIAL**

**Request for a review of an Academic Appeal Decision**

**IMPORTANT – READ THE** [**GUIDANCE NOTES**](#Guidance_notes) **CAREFULLY BEFORE COMPLETING THIS FORM**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Student ID number |  |
| First name |  |
| Surname |  |
| Date of Birth |  |
| Programme Title |  |
| College |  |
| Address for correspondence |  |
| Personal email address |  |
| Date Academic Appeal Outcome received |  |

**Please indicate the grounds on which you are making your appeal:**

|  |  |
| --- | --- |
| a) That there was a material irregularity in the consideration of the academic appeal at Stage 1 and/or; |  |
| b) That new evidence has come to light to support the appeal which could not reasonably have been available at the time the appeal was submitted. |  |

**STATEMENT**

**1. Please list below the authentic independent documentary evidence you are enclosing with this review of an appeal application.**

A final decision will be made on the evidence submitted with this form but to fully investigate your case, additional information submitted to the Graduate School Board relating to Mitigating Circumstances may also be considered as appropriate. All evidence must be included at the time of submission.

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| ***This box will expand as you type.***      |

**2. a) Please detail below your grounds for review**.

You must clearly state the grounds on which you are appealing and give specific details of the alleged irregularity.

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| --- |
| ***This box will expand as you type.***      |

**3. How do you propose your appeal can be resolved to your satisfaction?**

If an appeal is upheld the decision will be in line with the Academic Regulations for Research Degrees. Normally the appeal process cannot alter or amend published regulations.

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| ***This box will expand as you type.***      |

**Important**

* **Please ensure that you have completed all sections of this form and then return via email to:** **academicstandards@westminster.ac.uk****. This form and supporting evidence can only be** **considered if it is submitted to the above email address.**
* Your request for an academic appeal will be acknowledged in writing.
* This form must be received **within 15 working days** of the notification of the decision of the Graduate School Board being appealed.
* It is the candidate’s responsibility to obtain their assessment outcomes as soon as they are available and comply with any remediation/reassessment requirements, where appropriate, until the outcome of the appeal process is completed. Pending the outcome of the academic appeal process the original decision will stand.
* Make sure that you keep a copy of this form and all evidence submitted.
* Please complete the sections below.

**Please sign and date the form after completing the following checklist**

|  |  |
| --- | --- |
| Have you read the [guidance notes](#Guidance_notes) before completing your appeal? |  |
| Have you selected the grounds you are appealing under? |  |
| Have you included all documentary evidence to be considered? |  |
| Have you explained why you are requesting a review? |  |
| Is your claim being submitted within the published deadline? If not, please explain why in section 2 above. |  |

**AUTHORISATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Print name |  | Date |  |

**Guidance Notes for Stage 3 Review of Research Degree Academic Appeals**

You may only request a review of an appeal decision once you have received a written outcome concerning an Initial Consideration of an Academic Appeal. If you have not logged an appeal please use the Academic Appeal for a Research Degree Candidate Form available on the [Graduate School Academic Programme](https://www.westminster.ac.uk/research/graduate-school/academic-programme) page.

Whilst the review is being conducted you must continue to abide by the decision of the Assessment Board, including completion of any remediation/reassessment requirements specified by the Graduate School Board or its Sub-Committees, e.g. Research Degrees Progression Committee, pending the outcome of your case.

**The regulations regarding requests for an Academic Appeal can be found in Section B8 of the Academic Regulations for Research Degrees and the supporting procedure in Section 2.13 of the Research Degrees Handbook, which are available on the** [**Graduate School Academic Programme**](https://www.westminster.ac.uk/research/graduate-school/academic-programme) **page.**

**You are strongly advised to seek guidance from the** [**University of Westminster Students’ Union**](https://www.uwsu.com/) **before you submit your appeal.**

**Request for a review of an academic appeal will only be considered on the grounds for review as set out in the procedure for Academic Appeal against a Decision of the Graduate School Board relating to an Assessment or Examination Decision or a Decision to Exclude a Candidate’s Enrolment as a Research Degree Candidate, which is detailed in the Research Degrees Handbook. Incomplete forms will not be investigated.**

**If you wish to raise matters relating to supervision or other aspects related to the management of your research degree programme, do not use this form. Please follow the online** [**Complaints Procedure**](https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/student-complaints).

**NOW COMPLETE THE** [**STAGE 3 REVIEW OF AN ACADEMIC APPEAL FORM**](#Stage3_request_review)