Stage 1 Appeal Form Research Students

Q1 **Stage 1 Appeal Form Research Students**

For information on the academic appeal process, please see the [Student Academic Appeals Policy](https://www.city.ac.uk/__data/assets/pdf_file/0004/69025/Student-Academic-Appeals-Policy.pdf), [Regulation 21: Student Academic Appeals for Research Programmes](https://www.city.ac.uk/__data/assets/pdf_file/0008/566657/Senate_Regulation_21_Student_Appeals_Research_Programmes-20201007.pdf) or [Regulation 21b: Student Academic Appeals for Research Programmes at Validated Institutions.](https://www.city.ac.uk/__data/assets/pdf_file/0017/338030/Senate_Regulation_21b_Student_Appeals_Research_Programmes_Validated_Institutions-202012109.pdf)

**Appeal Deadline**

An appeal must be made within 28 calendar days of formal notification.  Exceptions to this deadline would be unfair to fellow students so if you are having problems preparing your evidence contact the Appeals Administrator immediately to seek advice (contact your School Office or ace@city.ac.uk for students at Validated Institutions).  You will still need to submit your form by the deadline but may be given an extension for submission of your evidence. You must submit your form within 28 calendar days of the formal notification of the release of your results.

**Support available to you**
You can now access key student-facing Regulations, Policies and Guidance documents which will help support you in a range of situations and provide you with details regarding other City processes on our new [Student Policies & Regulations Webpage](https://www.city.ac.uk/about/governance/policies/student-policies-and-regulations) and on the [Doctoral College website.](https://www.city.ac.uk/about/schools/doctoral-college/essential-information-for-researchers)

You can also continue to find information on the resources and support available to you on the [Student Hub](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals) and the [SU’s website](https://www.citystudents.co.uk/advice/).

**Quick guide to preparing an appeal**

* Read through the form carefully and make sure you follow each instruction.
* Check how much time you have to prepare your appeal straight away so you are not rushed.
* Keep all of your supporting statements clear and to the point.
* A longer statement does not increase your chances of your appeal being upheld and may make it difficult for the reviewers to identify the key elements in your case.
* Ask [Union Advice](https://www.citystudents.co.uk/advice/) for help if you are struggling to prepare your supporting statements.
* Make sure all your supporting evidence is directly relevant to your case and is objective, independent, third party evidence.
* Make sure that you have completed every section.  If in doubt ask someone else to read your appeal form for you so they can give you feedback on whether they think the form is complete, correct and clearly states the grounds for your appeal.
* Keep a copy of your appeal form for your records.
* Where possible submit all of your documents together, either through this form or separately by email so there is less chance of any items going astray.

Q2 Surname

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Q3 First name

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Q4 Student ID number

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Q5 University email address

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Q6 Other preferred email address

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Q7 Contact telephone number

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Q8 School/ Registration

[ ] School of Communication & Creativity

[ ] School of Policy & Global Affairs

[ ] City Law School

[ ] Bayes Business School

[ ] School of Science & Technology

[ ] School of Health & Psychological Sciences

[ ] Validated Institution (please state which) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ] LEaD

Q9 Programme of study

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Q10 **You may appeal if:**

* you have been advised of a change to your registration status OR
* you have been notified formally of the outcome of your examination.

**Grounds**

You can appeal on one or more of the following grounds:

* That there was a material error, including a material procedural irregularity, an administrative error and/or prejudice, bias or inadequate assessment in the conduct of the monitoring and assessment of your progress i.e. relating to: withdrawal or suspension of registration; transfer between MPhil and PhD; extension of registration beyond the maximum period of candidature; or transfer to writing-up status.
* That there was a material error, including a material procedural irregularity, an administrative error and/ or prejudice, bias or inadequate assessment in the conduct of an examination.
* That there were previously undisclosed circumstances affecting your academic progress during the period of candidature or during the examination which: were not made known to the School/ Validated Institution for a demonstrated, valid and overriding reason outside your control AND had an adverse effect on your performance during the period of candidature or the examination.

Appeals are only considered when one or more of the above grounds are met; you cannot appeal simply because you are unhappy with your progress or results.

Appeals cannot be made against academic judgement.  In this context academic judgement is the considered application of academic expertise in the assessment and grading of a student's academic work.

For more information, please see the [Student Hub.](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals)

Q11 Grounds for my appeal
 *Select all that apply:*

[ ] I am appealing on the grounds of MATERIAL ERROR in the conduct of the monitoring and assessment of my progress and have completed the relevant section

[ ] I am appealing on the grounds of MATERIAL ERROR in the conduct of my examination and have completed the relevant section.

[ ] I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

Display This Question:

If Grounds for my appealSelect all that apply = I am appealing on the grounds of MATERIAL ERROR in the conduct of the monitoring and assessment of my progress and have completed the relevant section

Q11a.1 **Material Error relating to progress**

My appeal relates to:

[ ] withdrawal or suspension of registration

[ ] transfer between MPhil and PhD

[ ] extension of registration beyond the maximum period of candidature

[ ] transfer to writing-up status

Display This Question:

If Grounds for my appeal Select all that apply = I am appealing on the grounds of MATERIAL ERROR in the conduct of the monitoring and assessment of my progress and have completed the relevant section

Q11a.2 Give a concise statement of the basis of your appeal:

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Display This Question:

If Grounds for my appeal Select all that apply = I am appealing on the grounds of MATERIAL ERROR in the conduct of my examination and have completed the relevant section.

Q11b.1 Material Error relating to an examination

Give a concise statement of the basis of your appeal:

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If Grounds for my appeal Select all that apply = I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

Q11c.1 Undisclosed circumstances

Please select one:

[ ] I believe that my circumstances have adversely affected my registration status or progress.

[ ] I believe that my circumstances have adversely affected the outcome of my examination.

Display This Question:

If Grounds for my appealSelect all that apply = I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

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Q11c.2 Please confirm all of the below:

[ ] I could not have reasonably been expected to make my circumstances known during the period of my candidature and/ or at the time of my examination

[ ] My reasons for not disclosing the circumstances at the time of the assessment were outside my control

[ ] I have submitted evidence in support of my circumstances (see Evidence Section)

[ ] I am submitting evidence in support of my reasons for non-disclosure (see Evidence Section)

Display This Question:

If Grounds for my appeal Select all that apply = I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

Q11c.3 What were your reasons for not disclosing your circumstances during your period of candidature/ at the time of your examination?

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Display This Question:

If Grounds for my appeal Select all that apply = I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

Q11c.4 Please explain why the reasons for non-disclosure were outside your control.

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Display This Question:

If Grounds for my appeal Select all that apply = I am appealing on the grounds of UNDISCLOSED CIRCUMSTANCES and have completed the relevant section.

Q11c.5 Please enter a statement about your circumstances.

In your statement you should cover:

* What your circumstances were including the relevant dates
* How the circumstances affected your performance
* Why the circumstances were unforeseen and outside your control The steps you took to address the circumstances at the time (e.g. seeing a doctor/ counsellor, seeking support through relevant agencies)
* Advice and guidance you sought at the time (e.g. consulting your Supervisor)
* Your supporting statement alone will not normally be sufficient without supporting evidence which meets the conditions set out in the Guidance linked to this form

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Q12 **Supporting Evidence**

* You must provide evidence in support of your appeal.
* Statements made without supporting evidence will not be considered.
* You must provide a copy of the formal notification of the decision regarding your registration, progress or examination.
* If you supporting evidence is in a language other than English then you will need to submit a certified translation.
* List the supporting evidence you are submitting and mark whether it is being submitted by email or in hard copy.  Where possible send your form and supporting evidence in a single email or letter. Mark all supporting evidence with your student number.
* Where you cannot get the evidence in time for the deadline mark it as ‘To follow’.  You must still submit your form by the deadline and you must notify your School or Validated Institution in advance to agree a deadline for submission of the late evidence.

For more information, please see the [Student Hub](https://studenthub.city.ac.uk/help-and-support/extenuating-circumstances-complaints-appeals).

Q13 Please upload your formal notification:

Q14 Please upload your supporting evidence

Q15 Please upload further supporting evidence

Q16 Please indicate whether you will be submitting further evidence via email to your School or Validated Institution

[ ] Yes

[ ] No

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Q17 Please confirm both of the following statements:

[ ] I confirm that I have read the guidance accompanying this form

[ ] I confirm that the information I have given is true and accurate to the best of my knowledge

Q18 Please add your signature:

Q19
City, University of London is the data controller for the personal data processed to investigate your complaint/appeal/extenuating circumstances.  City considers that the lawful basis for processing your personal data falls under  Article 6(1)(b) (performance of a contract) of GDPR because it is necessary as part of the contract between City, University of London and its students. In addition, City considers the processing of any special category personal data – ( race, ethnic origin, politics, religion, trade union membership, genetics, biometrics ( where used for ID purposes, health, sex life or sexual orientation ) provided as part of the complaints/appeals/extenuating circumstances process will fall under Article 9(2)(a) (explicit consent) of the GDPR as the personal data is provided on a voluntary basis by the student to support their complaint/appeal/extenuating circumstances.

 City will share your data with those conducting and assisting the investigation and resolution of your complaint/appeal/case/extenuating circumstances.  This will always been done under a duty of confidence and expectation that confidentiality will remain in place once the complaint, appeal, case and/or extenuating circumstances has been resolved. Your personal data will be retained for 6 years after the last action on the case.

The rights you have under the data protection legislation are listed below, but not all of the rights may apply in all circumstances.

* right to be informed
* right of access
* right to rectification
* right to erasure
* right to restrict processing
* right to object to data processing
* right to data portability
* right to object rights in relation to automated decision making and profiling

For more information, please see [City's Data Protection Policy.](https://www.city.ac.uk/about/governance/policies/data-protection-policy)

 If you have any concerns about how your personal data is processed, you can raise them with the ACE team or, you may contact the Information Compliance Team at dataprotection@city.ac.uk.

 If you are dissatisfied with City’s response you may also complain to the [Information Commissioner’s Office](https://ico.org.uk/).