

**FORM FOR SUBMISSION OF AN APPEAL**

**FOR RESEARCH DEGREES**

Before completing this form you must read the accompanying guidance notes on ‘How to complete an appeals submission form’ found [here](https://www.keele.ac.uk/students/academiclife/appeals-complaints-conduct/appeals/academicappeals-researchdegrees/#guidance-on-how-to-complete-pgr-appeal-form). Failure to do this may mean that the form is incorrectly completed and could result in your appeal being turned down. This guidance includes information on who will see the information given on this form and any supporting evidence you give.

###### **SECTION A STUDENT DETAILS**

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| **FAMILY NAME(S):** |
| **FORENAME(S):** |
| **STUDENT NUMBER** (as shown on Keele card): |
| **FACULTY/RESEARCH INSTITUTE:** |
| **DEGREE FOR WHICH REGISTERED:** |
| **ORIGINAL REGISTRATION DATE:** |
| **FULL-TIME OR PART-TIME:** |

**SECTION B - GROUNDS OF APPEAL**

Please indicate in this section, by ticking the appropriate box, the grounds which form the basis of your appeal.

🞎 Procedural irregularities.

🞎 Exceptional circumstances providing that these circumstances were not known by the Research Degrees Committee (or Faculty/RI PGR Committee) at the time it made its decision, that these circumstances can be verified by appropriate evidence (see University guidelines), and that there is a valid reason for not notifying the Research Degrees Committee (or Faculty/RI PGR Committee) in advance in accordance with the relevant provisions of Regulation B3.

🞎 Inadequacy of supervision or other support. (*However, students should note that alleged inadequacy of supervisory or other arrangements during the period of study must be raised at the time and does not constitute grounds for appeal following the submission of the thesis.*)

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| **Date informed of decision of Research Degrees Committee (or Faculty/RI PGR Committee):** |  |
| **Date of submission of your appeal:** |  |
| **If you are submitting your appeal after the 28-day deadline, you must give a reason as to why it should be accepted late:** |  |

**SECTION C - NATURE OF APPEAL**

Please indicate in this section, by ticking the appropriate box, the decision by Research Degrees Committee (or Faculty/RI PGR Committee) against which you are appealing.

🞎 Appeal against the decision concerning doctoral progression (this decision is made by your Faculty/RI PGR Committee)

🞎 Appeal against the decision concerning a requirement to withdraw for not maintaining

 good academic standing (this decision is made by Research Degrees Committee)

🞎 Appeal against the final recommendation following examination (this decision is made by Research Degrees Committee)

**SECTION D – DETAILS OF APPEAL CASE**

In the box below, please provide a clear and concise statement of the circumstances of your appeal. You are advised to seek help from Advice and Support at Keele (ASK) within the Students’ Union or the Student Services Centre in completing this, especially if there are circumstances that you do not wish to reveal to your Faculty/Research Institute. Please remember to include the dates on which any circumstances occurred.

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**SECTION E – SUPPORTING EVIDENCE**

Please list here the items of supporting evidence you have submitted with your appeal form and appropriately number the attached items.

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| 1. 2. 3. 4.  |

**SECTION F REMEDIAL ACTION**

Please indicate what you are requesting as the outcome of your appeal.

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[ ]  **Please tick here to consent to the University processing any *sensitive personal* data you have provided in your appeal in accordance with the accompanying guidance and privacy notice.**

[ ]  **Please tick here to confirm that where you are providing personal and/or sensitive information *about another person*, you have told that person you are doing this and have told them how the information will be processed.**

**Declaration: I declare that the information that I have given on this form and the accompanying documents is true.**

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| Signed |  | Date |  |

**This form, with any evidence or supplementary statement that you have attached, must be sent to: The Student Appeals Complaints and Conduct Team, Student and Academic Services, Tawney Building, Keele University, Keele, Staffordshire, ST5 5BG. If you post the form you should send it by Recorded Delivery.**

**Email:** appeals@keele.ac.uk **Tel: 01782 733956**