



## STUDENT APPEAL FORM

**A student can appeal a decision and/or penalty from the UWS Research Degree Examiners on the following grounds:**

Grounds for an appeal	Details
<b>New evidence</b>	<ul style="list-style-type: none"><li>• There were circumstances, such as illness or other factors, adversely affecting the candidate's performance of which the examiners were unaware at the oral examination and which the candidate was unable, or for valid reasons unwilling, to divulge before the examiners reached their decision. The candidate's appeal must be supported by relevant documentary evidence.</li></ul>
<b>Defect in procedures</b>	<ul style="list-style-type: none"><li>• There is evidence of administrative, procedural or other irregularity in the conduct of the examination of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity.</li></ul>

**You must be clear with the grounds you are citing as an appeal form submitted with grounds not listed above will not be passed to the Senate Appeal Committee for consideration.**

The following will NOT be considered grounds for an appeal against a decision of research examiners:

- Any complaint or grievance made by the candidate for alleged inadequacy in the supervision or other arrangements during the period of registration shall not constitute grounds for appeal, since procedures exist for such complaints and grievances which should be instigated during the period of registration and before submission.
- Any disagreement with the academic judgement of the examiners in assessing the merits of the thesis and the programme of supervised research, or in reaching any assessment decision based on the candidate's performance in the oral or approved alternative form of examination.

**Please note that you must submit this form within 10 working days from the notification date which informed you of the decision against which you are appealing. Please refer to Student Appeals FAQs prior to completing the form – available via <https://www.uws.ac.uk/current-students/supporting-your-studies/exams-assessment-appeals/academic-appeals-extenuating-circumstances/>**

## STUDENT APPEAL FORM

### Appeal against a decision and/or penalty from the UWS Research Degree Examiners

#### 1. Personal and Programme Details

Name	
Banner ID	
Contact Address	
Telephone number	
Email address	
Programme Title	
Year of Study	

#### 2. Details of Decision you wish to appeal:

### Appeal against a decision and/or penalty from the UWS Research Degree Examiners

Date of Research Degree Examiners meeting:	
Decision reached at above meeting: <b>Please provide a copy of the correspondence you received advising you of this decision.</b>	
Grounds for appealing the above decision: (Please select grounds from page 1 of this form)	

**Reason for appealing the above decision:**

**Please note that UWS reserves the right to act on any information included in this form where it believes it is in the individual student's best interest.**

**Outcome sought from appeal:**

**Documents attached in support of your appeal:**

**Please note that UWS reserves the right to contact third parties to authenticate evidence as and when required.**

**Please confirm whether or not you plan to attend the Senate Appeal meeting and if so, provide the name and status of any representative, or witnesses who will also attend.**

### **Submitting the Appeal Form**

Once completed, this form should be submitted electronically to [appeals@uws.ac.uk](mailto:appeals@uws.ac.uk) scanning any supporting documents or posted to UWS Appeals Team, Student Administration, University of the West of Scotland, Paisley Campus, Paisley PA1 2BE.