



## STUDENT APPEAL FORM

**A student can appeal a decision and/or penalty from the UWS Research Progression & Awards Board (PAB) on the following grounds:**

Grounds for an appeal	Details
<b>New evidence</b>	<ul style="list-style-type: none"><li>• There is new substantial information directly relevant to the case, which was for good reason not available when the original decision was made.</li></ul>
<b>Defect in procedures</b>	<ul style="list-style-type: none"><li>• There was a defect in the procedures employed by the Research PAB such as to render the decision unfair.</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.**

**Please note that, where a student is not able to attend scheduled sessions, they are expected to take responsibility for making arrangements to catch up with missed work and/or to consider whether they wish to request a period of interruption until they are fit to resume their studies.**

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.

**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 Progression & Awards Board (PAB)

#### 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 Research Progression & Awards Board (PAB)

Date of Research Progression & Awards Board (PAB) 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, Quality Enhancement Support Team (QuEST), University of the West of Scotland, Paisley Campus, Paisley PA1 2BE.