This form should be used by students to submit a Formal Academic Appeal with respect to the Academic Appeals procedure for Research Programmes. It must be completed in full and supported by relevant evidence. For information please see the procedure document and ensure that you have read the FAQ’s at the end of the form.

An Academic Appeal is a request for a review of a decision made by an ‘Academic body’ with regards to student progress, assessment or award. It should not be used to make a complaint about the level of service, to challenge academic judgment or to request a review of a decision to require withdrawal from studies during the academic year.

This form and relevant evidence must be submitted to student.appeals@imperial.ac.uk within **20 working days** of the formal publication of the result(s) against which you are appealing. Ensure that you have understood the requirements of the procedure and seek support from the Imperial College Union Advice Centre (advice@imperial.ac.uk), your personal tutor, Senior Faculty Tutor, PGR tutor, or departmental administration team.

**In submitting the appeal, you consent to the College using and sharing your personal data for the purposes of reviewing the appeal. Please see the declaration section for further information.**

|  |
| --- |
| **Personal Details** |
| Forename: |  | Surname: |  |
| CID no: |  | Title: |  |
| Department: |  | Contact email: |  |
| Programme of Study: |  |
| Commenced in:*e.g. Sept 16* |  | Date of formal publication of results\* (*see evidence*): |  |
| **Request for reasonable adjustments to the Research Academic Appeals Procedure** |
| **I do not wish to request reasonable adjustments**: |[ ]
| For those students that consider that they may require reasonable adjustments due to a disability or chronic condition please complete the section below. A member of the team will contact you to discuss this. |
| I have a disability/ chronic condition for which I am registered with the Disability Support Services |[ ]
| I have a disability/ chronic condition BUT I am not registered with the Disability Support Services |[ ]
| The adjustments to the process that I need in order to fully engage with the appeals procedure are: |
|  |
| Decision that you wish to raise an appeal against |
| Early Stage Assessment Outcome |[ ]  Late Stage Review Outcome |[ ]
| MPhil to PhD transfer examination  |[ ]  End of programme thesis submission and /or viva voce examination outcome |[ ]
| **Grounds for Formal Academic Appeal:**Please select the appropriate ground(s) for your appeal from the following list: |
| 1. | that there has been a material procedural irregularity in the conduct of the examination or review meeting (including administrative error)  |[ ]
| 2. | that there is evidence of procedural unfairness in the conduct of the examination or review meeting (for example bias or prejudice of the examiner/reviewer) |[ ]
| 3. | a request for the consideration of late mitigating circumstances which could not reasonably have been brought to the attention of the College prior to the examination/review meeting under the Late Case Request process |[ ]
| **Explanation of grounds of appeal**Please use the box below to describe the reason for your appeal. You must clearly and concisely explain what you consider has occurred (or not) with regards to the College Procedures. |
| *Please delete this guidance text before submitting your appeal. In this section you need to explain your appeal grounds. You should link your statement to the grounds that you have ticked in the section above.* *If your appeal is based on procedural irregularity you must clearly indicate:** *Which regulation/procedure you think has not been followed*
* *Why you consider it has not been followed*
* *Link to the evidence that you are providing to support the appeal.*

*If your appeal is based on procedural unfairness you must clearly indicate:** *Which regulations or process you consider has not been considered fairly*
* *Why that decision is unfair, in your opinion*
* *Link to the evidence that you are providing to support the appeal.*

*If your appeal is based a request for late mitigation you must clearly indicate:** *Why you are claiming for mitigation and how impacted on you*
* *Why you were unable to make the College aware prior to the examination/meeting using the normal procedures*
* *You must provide evidence to support the mitigation AND why you were unable to raise it at the normal time.*
 |
| **Late appeal submissions ONLY**An appeal is late if it is submitted after 20 College working days following the publication of results. If you are submitting your appeal late, you must use the box below to explain why you believe that your appeal should still be accepted. |
| *Please delete this guidance text before submitting your appeal. You only need to complete this section if you need to explain why you are submitting your appeal after the deadline (20 working days from the email from student records confirming your result and directing you to the online transcript).**Your explanation needs to clear why you could not follow the set deadline, for example if you were ill or had been given the incorrect deadline, and you must provide supporting evidence.**Appeals that are submitted late without a compelling reason will not be considered.* |
| **Informal Action**Please explain in the box below any steps you have taken to address the issues raised in your appeal informally with your department. If possible include the names of staff and attach any correspondence that you have had with them. |
|  |
| **Evidence/supporting documentation**Please list all the documents that you are providing to support your appeal. Where documents are to follow please indicate when they will be provided. \***In all cases**, evidence of the date of formal publication of results is required (this would normally be the email from Student Records) or the outcome of the mitigating circumstances claim (if related to grounds 3) |
| 1 |  |
| 2 |  |
| 3 |  |
| **What do you want to see happen if your appeal is successful?**Please use the box below to describe what action you want to be taken if your appeal is successful. For example *‘to be given a second opportunity for my Early Stage Assessment’.* |
| *You can use the box to describe what you wish to achieve from a successful appeal. Please note that if an appeal is upheld, the College may only make decisions that are within the regulations, and in consideration of other factors, such as the timing of the outcome. It may not be possible to for your wish to be granted.* |
| **Privacy statements**1. The College will only share the information in this appeal with those that are required to respond, or those members of the College that will consider the appeal.
2. The full information that is contained in the appeal submission will only be held for the period as outlined in the College [retention schedule](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/records-and-archives/public/Retention-Schedule-version-2010.pdf).
3. Fully anonymised data may be retained after this date for the continuous improvement of processes and procedures, for example analysis of types of cases and outcomes, or for training purposes. No individual will be identifiable from this data.

**Student Declaration**Please note that if this section is incomplete, the appeal cannot be considered. As the appellant, by submitting this appeal and supporting documentation: |
| * I declare that the information given is true and accurate to the best of my knowledge.
 |[ ]
| * I declare that I have consulted the Academic Appeals Procedure prior to completing the form.
 |[ ]
| * I agree to the information and documentation in this appeal being shared in order for the College to fully consider the appeal. I note that this may include those required to respond to the grounds I have raised.
 |[ ]
| Student signature:*Typed is sufficient* |  | Date |  |

**Advice and guidance**

Below are a series of frequently asked questions about the appeals process.

1. **Where can I get support to make an appeal?**

There are a number of places you can seek support or advice such as your tutor, the Disability Advisory Service or the Imperial College Union advice centre. Please ensure you access support as this may be the only opportunity for you to make an appeal, and you need to make sure you have completed it to the best of your ability.

1. **Is there a ‘best’ way to present my case?**

Each case is different but general advice is:

* + - **Read the procedure and any guidance in full** before starting.
		- **Write everything down** in a draft first statement to ensure that you have all the information about your appeal.
		- **Do not withhold information because you are embarrassed or do not want to share it for whatever reason.** The panel cannot consider what they do not know.
		- **Do not include information that is irrelevant**, your main points could get lost.
		- Use this information to produce a timeline; information presented chronologically is easier to follow.
		- **Identify any documents/evidence** from your timeline that you will need to support the appeal.
		- Once you have completed the form **run through the procedure again**, with your notes, to ensure that you have covered everything you need to say.
		- **Ask someone you trust**, such as a friend or relative or a member of the Imperial College Advice Centre **to review your statement**.
		- Remember that the panel/caseworker is not an expert in you or your programme. You need to explain, do not assume they will understand.
		- **Make sure you meet the deadline**. If you are waiting for a document or information it is better to submit what you have and state when you expect to be able to send it on. Late appeals are likely to be rejected.
1. **Can an appeal be raised for me by someone else?**

No, not normally. As you are an adult, under UK law the College cannot discuss your case with anyone else including your parents, partner etc. unless we have your specific written permission to do so. Please see the section of the procedure regarding support and representation.

1. **What happens once I have submitted the formal appeal?**

The appeal will be reviewed by a caseworker to make a decision if it is eligible. They will write to you (by email) to explain their decision and what will happen next. If it is eligible, you and the department may be asked for more information to be presented to the panel who are responsible for considering your appeal.

1. **How long will an appeal take?**

This will depend on the complexity of the appeal and the availability of the relevant staff. If it is being considered by a panel you should receive the full documents for this in about 15 working days (3 weeks) of the appeal submission for comment. The panel review is normally within 40 working days of your initial appeal submission.

1. **What happens if my appeal is successful?**

The panel will make recommendation(s) for action by the College/department with regards to your appeal. This will take into account the College and any programme specific requirements/ regulations and therefore may not appear to directly correspond to any requests you have made.

1. **What happens if my appeal is not successful?**

If your formal appeal is not successful, you may consider raising a request for a review (stage 2) of the appeals process. The purpose of the review stage is to ensure that the Academic Appeals procedure has been followed correctly, or to consider any new material information that could not reasonably have been provided earlier.