

CREDIT FRAMEWORK FOR TAUGHT COURSES OF STUDY

Academic Appeals Policy

Appendix 3 Appeal Grounds Against a Decision Related to a Research Student based on the Academic Regulations for Research Courses of Study (Including New Route PhD Courses)

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1. Introduction and Scope

- 1.1. This document outlines the grounds for academic appeals against decisions and recommendations made on the basis of the Academic Regulations for Research Courses of Study (Including New Route PhD Courses)¹.
- 1.2. This document should be read in conjunction with the Academic Appeals Policy² and the Academic Regulations for Research Courses of Study (Including New Route PhD Courses).

2. Decisions against which a Research Candidate can appeal

Research Candidates can appeal against:

- 2.1. the examiners recommendation to the Divisional Graduate Studies and PG Student Experience Committee that:

¹ See [Academic Regulations for Research Courses of Study \(Including New Route PhD Courses\)](#)

² See [Academic Appeals Policy](#)

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- 2.1.1. The degree/diploma be awarded subject to certain minor corrections to the thesis being carried out to the satisfaction of the Internal Examiner within three months of the official notification to the candidate of the recommendation of the examiners.
- 2.1.2. The degree/diploma be awarded subject to revisions to the thesis being carried out to the satisfaction of the Internal and External Examiner within six months of the official notification to the candidate of the recommendation of the examiners.
- 2.1.3. The degree/diploma be not awarded at present but that the candidate be permitted to resubmit the thesis in a revised form not later (except in cases of illness or other good cause) than twelve months after the decision to allow resubmission has been made by the Divisional Graduate Studies and PG Student Experience Committee. If at least one of the examiners so wishes, they may require the candidate to undergo an oral or written examination or both.
- 2.1.4. The degree/diploma be not awarded at present but that the candidate be permitted to take a further oral or written examination or both, on one further occasion, normally not later than six months after the decision to allow this has been made by the Divisional Graduate Studies and PG Student Experience Committee.
- 2.2. In the case of candidates for the degree of Masters of Philosophy:
 - 2.2.1. in the humanities and social sciences subject areas: that the candidate be permitted to resubmit the thesis without alteration and without further scrutiny for the award of the degree of Masters of Arts;
 - 2.2.2. in the sciences and social sciences subject areas: that the candidate be permitted to resubmit the thesis without alteration and without further scrutiny for the award of the degree of Masters of Science.
- 2.3. In the case of candidates for the degree of Master's by Research and Thesis that the degree be not awarded but that the candidate be awarded a postgraduate diploma.
- 2.4. In case of candidates for the degree of Doctor of Philosophy or Doctor of Clinical Science:
 - 2.4.1. that the degree of PhD or DClinSci be not awarded but that the candidate be permitted formally to resubmit the thesis without alteration and without further scrutiny for the award of Masters of Philosophy or MClSci;

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- 2.4.2. that the degree of PhD or DClinSci be not awarded but that the candidate be permitted to resubmit the thesis for the award of the degree of Masters of Philosophy or MClinSci subject to certain minor corrections being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners;
- 2.4.3. The degree be not awarded.
- 2.5. against a recommendation made (i) by a review panel that a research candidate should not be upgraded from the degree of Master's by Research and Thesis to the degree of Doctor of Philosophy; (ii) by a review panel that a research candidate should be transferred to another degree or withdraw from the University in the event of unsatisfactory progress or (iii) at submission review that a research candidate, previously upgraded to the degree of Doctor of Philosophy, should submit for the degree of Master's of Philosophy;
- 2.6. against the decision to deny a research candidate permission to (i) interrupt the prescribed period of registration for a stated length of time in cases of illness or other good cause or (ii) transfer registration to another degree or otherwise vary the conditions to their registration or (iii) to have their period of registration extended for a stated period;
- 2.7. against the recommendation that a research candidates' registration be terminated in the event of unsatisfactory progress (see Section 12 of the Academic Regulations for Research Courses of Study: Termination of Registration);
- 2.8. against the decision that a student is no longer eligible to submit a thesis for examination, as set out in section 8.5 of the Academic Regulations for Research Courses of Study (minimum and maximum period of registration and publication of papers);
- 2.9. against a penalty imposed by a Divisional Academic Misconduct Committee or Chair under Regulation V3 of the General Regulations.

3. Early Resolution

In the first instance, students are strongly advised to resolve any issues informally. It is beneficial to resolve concerns and queries as early as possible and prior to entering the formal appeal process.

3.1. How to Seek Early Resolution

In order to benefit from Early Resolution, students should first raise their concern

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directly with their Division. Schools within each Division will clearly publish the contact point for students who wish to seek Early Resolution.

3.2. Early Resolution Deadlines

Early Resolution requests must be submitted within **7–calendar days** following receipt of the academic body's decision (and **as soon as possible** if a successful outcome may affect the student's progression or ability to graduate at the next Congregation Ceremony).

3.3. Early Resolution Examples

Examples of issues that may be raised directly with the Division as part of the early resolution process include:

- 3.3.1. Seeking feedback on the way in which the decision taken has been arrived at;
- 3.3.2. Seeking an explanation of how the impact of extenuating circumstances has been acted upon;
- 3.3.3. Providing new evidence to support extenuating circumstances that were not previously made known to the Division;

Note that this list is not exhaustive.

4. Grounds for Research Appeals

Appeals from students can only be made on the following grounds:

- 4.1. **Ground 1: Illness or Other Extenuating Circumstances:** where there are extenuating circumstances affecting the student's performance of which the relevant examiners or staff members were not, for good reason, aware when their decision was taken.
- 4.2. **Ground 2: Administrative, Clerical or Procedural Error:** where there was administrative, procedural or clerical error in the conduct of the procedure of such a nature as to cause reasonable doubt as to whether the same decision would have been reached had this not occurred.
- 4.3. **Ground 3: Bias:** where there is evidence of bias or a reasonable perception of bias in the assessment or decision-making process. That is, that the student's work or circumstances have not been impartially assessed by the academic body.

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5. Not Grounds for Appeal

A research candidate may not appeal:

- 5.1. Against the academic judgement of the examiners; or
- 5.2. on the grounds of poor or inadequate research supervision. Such a matter would be the subject of an academic complaint, which should have been raised and resolved at the earliest opportunity through the complaints procedure.