

Glasgow Caledonian University

Research Degrees Appeal Form - Information Sheet for Students

What is an appeal?

An appeal is a formal procedure by which a registered research degree student can appeal, on the grounds of procedural or other irregularity, an examination decision, following either the first examination or re-examination, the RDC2 or RDC14 examination process or a withdrawal decision made for other reasons. In order to submit your appeal you **must** complete the University's Research Degrees Appeal Form.

On what grounds can I appeal against a Research Progression and Awards Board (RPAB) decision?

Appeals can be made on the following grounds:

- That there were circumstances affecting the performance of the candidate which the examiners were not aware of at the time of the viva-voce examination.
- That there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of a nature grave enough to cause uncertainty in the result of the examination process.
- That there is evidence of unfair or improper assessment on the part of one or more of the examiners.
- The decision of the examiners was unduly harsh in respect of the options available to them under the University regulations.
- There are extenuating circumstances not taken into account upon the decision to withdraw the candidate.

An appeal will be rejected in the following circumstances:

- The case in support of the appeal is not sufficiently strong.
- The appeal is based solely on a request for another opportunity to be given.
- The appeal is based solely on disagreement with the academic judgement of the Examiners.
- The appeal is based solely on the student not understanding the published research degree regulations and procedures for a module or programme.

Students are encouraged to declare any disability or pre-existing medical conditions that may affect their performance at the earliest opportunity to allow for appropriate reasonable adjustments to be made.

How long do I have to submit the appeal?

You have **14 days (2 calendar weeks)** from the written notification date of the assessment outcome or RPAB decision. Appeals will not normally be considered if received outwith this period, unless you can provide

valid reasons for the delay. No appeal received after six months from the date of the Board decision will be considered.

How do I appeal?

The appeal must be made on the University's Research Degrees Appeal Form available from:

<https://www.gcu.ac.uk/aboutgcu/supportservices/governance>

Who considers my appeal?

All appeals are given preliminary consideration by the Department of Governance and Legal Services, in consultation with the Chair and Secretary of the Research Degrees Committee. If, at this stage, there are grounds for appeal, the appeal may proceed to the Research Degrees Committee Appeals Panel. The RDC Appeals Panel will normally comprise current members of the Research Degrees Committee and be chaired by the Chair of RDC or their nominee. The RDC Appeals Panel will normally meet within 28 days of receiving your appeal.

How long do I have to wait to hear the result of my appeal?

The Department of Governance and Legal Services will notify you **in writing** as soon as possible, once a decision has been made.

What are the possible outcomes of my appeal?

The appeal may be upheld. An example outcome may be to treat an attempt as void or to allow you to proceed with your studies.

The appeal may not be upheld. In such decisions there is **candidates have the right to appeal the decision to the PVC Research (Section 10.16 of Research Degrees Appeal Regulations)**.

Where do I send the completed Appeal Form?

You can submit your appeal form and supporting evidence, from your @caledonian.ac.uk or @gcu.ac.uk email account, to PGRSAppeals@gcu.ac.uk.

Appeals submitted from a non-GCU student or staff email account may be subject to identity confirmation, if the submitting email account is not registered on GCU Student Records.

Who can help me with my Appeal?

If you wish to submit an appeal you can seek advice on the procedures from a [student welfare adviser](#).