

7.7

APPLICATION FORM FOR POSTGRADUATE RESEARCH DEGREE APPEAL

Application for Postgraduate Research Appeal

This form is to be used by a student who wishes to appeal against the decision of an Examination Board in respect of a thesis (or works) submitted for a doctoral degree or a Master’s degree by research.

**This form is NOT to be used by MBA students.**

This form should be typed, or completed in black ink, and emailed to Registry Services at: [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk). The form must arrive no later than **two months** from the notification of the decision of an Examination Board.

Applications for appeal submitted outside this timescale, with good reason, may be accepted at the discretion of Registry Services. Simple notice of appeal given in writing by a candidate within the above deadline shall not be deemed to constitute an appeal proper and shall not be accepted.

Students should read the Appeals Procedure (Postgraduate Research Degree) carefully, taking particular notice of the grounds on which an appeal may be made. Appeals may not be made on grounds that a student is dissatisfied or disappointed with an examination result.

The grounds of appeal must be made clearly and concisely. Further details, if any, and any relevant documentary evidence, medical or otherwise, must be attached.

**Eligible Grounds for Appeal**

Cardiff Metropolitan University will only consider appeals on one or more of the following grounds:

G (i) Defects or irregularities in the conduct of the examination or in written instructions or in advice relating thereto which are of such a nature as to cause reasonable doubt whether the examiners would have reached the same decision had such defects or irregularities not occurred.

G (ii) Exceptional personal circumstances where there is a case that such circumstances could have had an adverse effect on the candidate’s performance.

G (iii) Evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners.

G (iv) the provision of inadequate supervision including, in the case of the PhD by Published Works, the provision of inadequate advice by the assessor(s) assigned by the University.

In an appeal under G (ii) above, the appellant must show good reason why such personal circumstances were not made known to the Examination Board before its meeting. Exceptional personal circumstances which could have been reported to the Examination Board prior to its meeting cannot subsequently be cited as grounds for appeal.

In an appeal under G (iv) above, there must be exceptional reasons why the inadequate supervision had not been reported by the candidate prior to the decision of the Examination Board.

Appeals which question the academic judgement of the examiners will not be admissible.

**Cardiff Metropolitan University**

**Application for Postgraduate Research Appeal**

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| Full Name |  |
| Email Address  *[for appeal correspondence]* |  |
| School or Collaborative Partner |  |
| Programme of Study  *(e.g. PhD, MPhil)* |  |
| Name of Supervisor(s) |  |
| Thesis Title |  |
| State the Examination Board’s decision against which you are appealing. | |
| Tick the relevant boxes to indicate on which of the four grounds listed in the Appeals Procedure (Postgraduate Research Degree) you wish to appeal.  G (i) G (ii)  G (iii) G (iv) | |
| If applicable, summarise the exceptional personal circumstances which affected your performance in the examination(s) and which were not known to the Examination Board when it reached its decision. Include dates and brief details.  *Please provide full details on a separate sheet if necessary and attach medical or other documentary evidence.* | |
| State concisely the reasons why you did not make your personal circumstances known to the Examination Board before its meeting. | |
| If applicable, summarise the defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, showing how these had an adverse effect on your performance.  *Please provide full details on a separate sheet if necessary.* | |
| If applicable, summarise the evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners.  *Please provide full details on a separate sheet, if necessary.* | |
| If applicable, summarise the alleged inadequacies in the supervision.  *Please provide full details on a separate sheet, if necessary.* | |
| State concisely the exceptional reasons why you had not reported this prior to the meeting of the Examination Board. | |
| I declare that I have read the Appeals Procedure (Postgraduate Research Degree) and that the information given on this form, and on any accompanying papers, is a true statement of facts.  Whilst Registry Services will assure appropriate privacy and confidentiality, by submitting this form I consent to the disclosure of this form and enclosures where necessary to progress the appeal.  Signed .........................................................  Date ............................................................. | |
| All communications relating to this appeal during its process must be in writing and addressed to:  Email: [aup@cardiffmet.ac.uk](mailto:aup@cardiffmet.ac.uk)  Please contact Registry Services via the above email address if you experience any issues with submitting the form. | |