

FACULTY OF SCIENCE AND ENGINEERING

DOCTORAL ACADEMY

Informal Appeals/Complaints Form

Prior to submitting an informal appeal, you should first discuss the matter with your academic adviser, personal tutor, supervisor, programme director or other appropriate person in your Doctoral Academy in order to better understand the reason for the result or decision against which you wish to appeal.

If the discussions do not resolve your concerns, you may then invoke the formal Procedure.

Before completing the rest of this form, please outline below any steps that you have already taken to address issues informally within your Doctoral Academy. Please include the names of staff with whom you have been in contact and attach any correspondence that you have had with them. Please note that if you have not contacted the Doctoral Academy informally then you may be directed to do so:

You may seek advice and guidance in preparing an appeal from the Students' Union Advice Service (<https://manchesterstudentsunion.com/advice>)

Important notes:

You may only appeal on your own behalf. An appeal submitted by a third party will not be accepted unless accompanied by written authorisation from you.

This Form must be submitted to your Doctoral Academy within 20 working days of notification of the result or decision against which you are appealing. Faculty e-mail addresses are below.

Faculty of Science and Engineering: fse.doctoralacademy.support@manchester.ac.uk

[Note: In the case of refusal to allow a PGR permission to take an examination on the grounds of unsatisfactory work and attendance, the appeal must be submitted within 10 working days of notification of the decision to allow sufficient time for the appeal to be considered.]

Please note that academic decisions remain in force unless and until an appeals process determines otherwise.

1. About You

Full Name:
ID Number:
Faculty:
Department:
Programme of Study:
Year of Study:
University E-mail:
Alternative E-mail:

2. About Your Appeal

Please state the decision against which you are appealing (e.g. exclusion, requirement to resit year etc):
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Please state the date on which you were notified of the decision against which you are appealing and include a copy of the results letter or e-mail with this form (please note that you cannot appeal against provisional results):

Please give details of your appeal (including your desired outcome) under the relevant ground or grounds below.

Please note that an appeal which questions academic or professional judgement will not be permitted. This means you may not challenge marks or grades awarded unless you can demonstrate they have been affected by one or more of the following factors.

- a) There exists or existed circumstances affecting the student's performance of which, for a credible and compelling reason, the Examination Board or equivalent body may not have been made aware when the decision was taken and which might have had a material effect on the decision.

If you are appealing on this ground, you must give credible and compelling reasons with supporting documentation explaining why this information was not made available prior to the decision being made

Details:

b) There has been a material administrative error or procedural irregularity in the assessment process or in putting into effect the regulations for the programme of study of such a nature as to cause significant doubt as to whether the decision might have been different if the error or irregularity had not occurred.

Details:

c) There is evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.

Details:

d) The supervision or training in respect of research for a dissertation or thesis or equivalent work was unsatisfactory to the point that your performance was seriously affected.

If you wish to appeal on this ground but the supervisory concerns arose significantly before the assessment result against which you are appealing, and without it having been raised in writing with the School before the appeal, you MUST provide credible and compelling reasons for only raising these concerns at appeal

Details:

Please indicate what supporting documentation you are submitting that you wish to be considered in the appeal (e.g. medical certificate, emails and other correspondence etc) and include it with this form. Evidence should normally be contemporaneous, and capable of verification. All evidence should be written in English, or, if not, certifiably translated.

Declaration:

I declare that the information given in this form is true and that I have consulted the Academic Appeals Procedure before completing the form.

Signed:

Date:

(An electronic signature is acceptable)

Note: The University and Doctoral Academy will have due regard towards maintaining confidentiality in relation to your appeal but, in order for it to be considered fully, the content will need to be disclosed to members of staff who are involved in putting the Procedure into effect e.g. the Faculty, Division of Student and Academic Services, as well as staff whose input may be required to respond to the issues you have raised e.g. your Department, the Disability Advisory and Support Service etc. By signing the declaration above you are consenting to the disclosure and sharing of information relevant to the appeal within the University at all stages of the Procedure.