

**Research Appeal Form 2024/25**

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| Please read ***Guidance for Research Student Appeals*** carefully before completing this form. All relevant sections of the form must be completed in typed format and submitted electronically to:  Dr David Mc Carthy ([david.mccarthy@dcu.ie](mailto:david.mccarthy@dcu.ie)), Secretary to the Graduate Research Studies Board, in the Office of the Vice President Academic Affairs.  **Submission Deadline 1: 11 October 2024**  Appeal of decisions approved by the Graduate Research Studies Board or communicated directly to the candidate **on or before 27 September 2024**. A decision not to confirm on, or transfer onto, the PhD register is approved by GRSB, while a negative recommendation regarding progression made by a supervisory panel and the outcome of an examination are communicated directly to the candidate.  **Submission Deadline 2: 14 February 2025**  Appeal of decisions approved by the Graduate Research Studies Board or communicated directly to the candidate **between 30 September 2024 and 31 January 2025**. A decision not to confirm on, or transfer onto, the PhD register is approved by GRSB, while a negative recommendation regarding progression made by a supervisory panel and the outcome of an examination are communicated directly to the candidate. |

**Section A: Decision being appealed:**

□ A decision not to confirm on, or transfer onto, the PhD register

□ A decision not to allow progression to the next year of study

□ The outcome of an examination

**Section B: Student Details**

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| Student’s name |  |
| Student ID number |  |
| Home School |  |
| Principal Supervisor’s name(s) |  |
| Secondary Supervisor’s name(s) |  |
| Other Panel member(s)[[1]](#footnote-1) |  |
| Research award sought |  |
| Date of initial registration |  |
| Street Address, e-mail address and telephone number |  |

**Section C: Grounds for Appeal**

A research student may appeal against a decision on one or more of the following grounds. Please tick the relevant box(es) below:

1. Failure to adhere to, or an insufficiency in the regulations contained in, *Academic Regulations for Postgraduate Degrees by Research and Thesis*.

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| *Please indicate the specific regulation(s) that was (were) not adhered to*. |

1. Extenuating circumstances[[2]](#footnote-2) that the supervisory panel or examiners were not aware of because I was unable or, for valid reasons, unwilling to divulge before the decision was made and which would have made a real and substantial difference to that decision.
2. Sufficient weight was not given to documented extenuating circumstances notiﬁed prior to the decision being reached.
3. There is evidence of a material administrative error or a material irregularity in assessment procedures which has made a real and substantial difference to the decision of the supervisory panel or the outcome of an examination.

**Please Note**: As per *Academic Regulations for Postgraduate Degrees by Research and Thesis*, the grounds for appeal do not include simply disagreeing with the academic judgment informing the decision of the supervisory panel or the outcome of an examination.

**Section D: Statement in Support of Appeal**

You must provide a concise, signed statement to support your appeal. In the interests of clarity, it is best to keep this as short and focused as possible. It should, in no case, exceed 1,200 words.

*You should concentrate on factual issues of direct relevance to the appeal. You may also wish to state the action that you want the GRSB Appeals Standing Committee to take. If evidence of extenuating circumstances was not previously submitted, it is essential that you indicate in your statement why this evidence was not brought to the attention of the supervisory panel or examiners.*

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**Section E: Documentary Evidence**

In the case of an appeal made on the grounds of extenuating circumstances, specific documentation must be submitted alongside your Research Appeal Form.

In the case of an appeal made on the grounds of extenuating circumstances of a medical or personal nature, information must be provided by a qualified professional in the form of an official certificate or letter on headed paper, or other acceptable documentary evidence. Evidence provided must outline the circumstances and the timing of the illness/condition that gave rise to the appeal.

In the case of an appeal made on the grounds of extenuating circumstances relating to other factors, such as the death of a relative, written evidence must be attached, such as a letter from a member of the clergy, a death notiﬁcation or a Garda report.

Please list below any documents that you have attached to the form as evidence to support your appeal:

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If you are appealing on the grounds that there was a failure to adhere to the regulations of the University, or that there was a material administrative error or a material irregularity in how your performance was assessed, you should attach any relevant documentation that supports your case. You should only provide supporting documentation that provides evidence directly related to the grounds upon which you are appealing a decision. No other documentation will be considered.

Please list below any documents that you have attached to the form as evidence to support your appeal:

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If relevant, you should also give the name and contact telephone number of any witnesses who can, and are willing to, corroborate the above evidence. Please provide the names and contact numbers of the relevant witnesses below:

|  |  |
| --- | --- |
| **Name** | **Contact Number** |
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**Section F: Checklist**

1. I have completed the text box in section D, which is within the word count allowed.
2. I have enclosed all relevant documentary supporting evidence.
3. No research materials (such as reports, papers, or computer code) are included with my appeal submission, as I understand that they will not be considered.
4. If the grounds for appeal relate to extenuating circumstances, I have provided valid reasons in my appeal as to why I was unable or unwilling to notify the supervisory panel or examiners at the appropriate time of the illness or other factors which adversely aﬀected my performance.

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**Signature Date**

**Personal Data Protection Notice**

In the context of your Research Appeal application, any personal data that you provide to Dublin City University (the ‘Data Controller’) will be used for the purpose of the Research Appeal only and will be submitted to the Office of the Vice President Academic Affairs. The personal data is being collected and processed on the basis of your consent.

The personal data will not be shared with any third party, other than those working with the University on normal University business, and only in line with the purpose for which you provided it. In the case of the Research Appeal application, the data will be shared with members of the GRSB Appeals Standing Committee.

The GRSB Appeals Standing Committee may also examine your academic record. Your academic record, where relevant, will be requested from Registry by the Secretary to the GRSB Appeals Standing Committee. Any such records may be shared with members of the GRSB Appeals Standing Committee.

You have the right of access to your own personal data. The contact details for exercising this right is through the DCU Data Protection Unit, Chief Operating Officer’s Office, Dublin City University or alternatively at data.protection@dcu.ie

1. Such members are a requirement for research students first registered in 2011/12 or later. [↑](#footnote-ref-1)
2. Extenuating circumstances are unforeseen circumstances, outside the control of the student, that temporarily prevented the student from pursuing their research or from performing at the level that might reasonably have been expected of them. These may include illness and bereavement. [↑](#footnote-ref-2)