

**Research Appeal Form 2019 – 2020**

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| Please read ***Guidance in respect of research student appeals*** carefully before completing this form. All relevant sections of the form must be completed in typed format and submitted in hard copy to:  Secretary to the Graduate Research Studies Board, Academic Affairs, Room A152, Albert College, DCU Glasnevin Campus, Dublin 9 ([rachel.keegan@dcu.ie](mailto:rachel.keegan@dcu.ie)).  **Submission Deadlines**  Appeal of decisions approved by Graduate Research Studies Board or a Faculty Award Board for Research Degrees prior to 11 October 2019: **18 October 2019.**  Appeal of decisions approved by Graduate Research Studies Board or a Faculty Award Board for Research Degrees 11 October 2019 to 14 February 2020: **21 February 2020.**  Decisions approved after **14 February 2020** are considered in **October 2020.** |

**Section A: Decision being appealed:**

□ A supervisory panel progress review recommendation

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

□ 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):

There was a failure to adhere to the following regulations of the University.

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There was insufficiency of regulations which might have a bearing on the case.

There are documented circumstances[[2]](#footnote-2) affecting my performance which the examiners/supervisory panel were not aware of at the *viva voce* or confirmation/transfer oral examination or at annual review meeting which I was unable or, for valid reasons, unwilling to divulge before a decision was reached and which would have made a real and substantial difference to the decision.

Sufficient weight was not given to documented extenuating circumstances notiﬁed prior to the decision being reached

There is evidence of a material administrative error or a material irregularity in how the examination/review was assessed which has made a real and substantial difference to the supervisory panel or examiner’s decision.

**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 1200 words.

*You should concentrate on factual issues of direct relevance to the appeal. You may also wish to state the action which you would wish the sub-committee of GRSB 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 or examination panel.*

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**Section E: Documentary Evidence**

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

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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 performance was assessed, you should attach any relevant documentation which supports your case. Copious documentation is generally less, rather than more, helpful in presenting a clear argument.

Please list below any documents which you have attached as evidence to the form

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

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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. I am not including any include any research materials (such as reports, papers, or computer code) with my appeal submission, as I understand that they will not be considered.
4. If the grounds for appeal relate to extenuating circumstances, I am providing valid reasons in my appeal as to why I was unable or unwilling to notify the supervisory or examining panel 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 (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 standing committee to consider appeals.

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

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 (e.g. illness, bereavement), outside the control of the student, that temporarily prevented the student from pursuing his/her research or from performing at the level that might reasonably have been expected of him/her. [↑](#footnote-ref-2)