**Academic Appeal in Graduate Studies**

(to be returned to the Office of the Dean of Graduate Studies)

Appellants are advised to familiarise themselves with the rubric on Appeals in **Calendar Part III** and, for *ad misericordiam* Appeals, the Guidelines on Exceptional Circumstances supporting an *ad misericordiam* Appeal.

The Appellant should note that they **must attend** at the statement of their case to the Committee. In exceptional circumstances the Committee may permit an Appellant not to appear before it.

I wish to make an appeal on the grounds that my case (select appropriate box above to indicate which grounds of appeal are relied upon):

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|  |

1. is not adequately covered by the ordinary

 regulations of the University

1. is based on a claim that the regulations

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|  |

 of the University were not properly applied

 in the applicant’s case

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|  |

1. represents an *ad misericordiam* appeal

|  |  |
| --- | --- |
| Name of Appellant:  |  |
| Student No:  |  |
| Present College standing: |  |
| Candidate for the Degree/ Award of:  |  |
| Thesis Title (if by research only):  |  |
| ~~Supervisor/~~ Course Coordinator (delete as appropriate):  |  |
| School/ Discipline (delete as appropriate): |  |
| Date of Registration:  |  |
| Periods Off-Register (include grounds for being off-register):  |  |
| This appeal is being brought against the following decision (e.g. the award of a lower degree):  |  |
| According to regulation(s) set out in **Calendar Part III** (section reference):  |  |
| Appellants are asked to specify what remedy is sought (e.g. re-examination of the thesis):  |  |
| Appellants are asked to briefly outline the circumstances under which the appeal is being made (additional pages may be included) |  |
| Supporting Documentation\* (list titles and dates of all supporting material): |  |
| \*for *ad misericordiam* appeals, the Guidelines on Evidence in Support of an *ad misericordiam* Appeal must be consulted |

This form together with all supporting documentation are submitted on the understanding that the data contained therein are used solely for the purposes of the consideration of the Courts of First Appeal, The Dean of Graduate Studies or the Academic Appeals Committee for Graduate Students, as appropriate, in the context of an academic appeal in College. The data will be retained in a secure location for the period of a student’s registration in College, together with an additional period of thirteen months following graduation. Thereafter, all data will be erased.

You are asked to indicate your consent below to the submission of all documentation relevant to your appeal subject to these regulations.

**Appellant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Supervisor/ Course Coordinator, Head of School/ Discipline and Director of Teaching and Learning (Postgraduate) will be notified of the grounds of the appeal and may be requested to supply statements.