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| ***Copy of InternationalLogo***  **APPLICATION FORM FOR AN APPEAL UNDER STAGE 1 OF THE UNIVERSITY OF WALES APPEALS PROCEDURE- FOR CANDIDATES STUDYING FOR A RESEARCH AWARD**  This form is to be used by a student studying for a research award, who wishes to appeal to the Collaborative Centre, on the ground(s) outlined within the relevant Procedure. Appeals may not be made on grounds that a student is dissatisfied or disappointed with an examination result.  This form should only be completed after carefully reading the University of Wales Appeals Procedure for Research Candidates, which is contained within the **appendix** of the University of Wales Appeals Procedure.  **As you will note within the procedure, you must firstly make an appeal to your Collaborative Centre (using this appeal form), under Stage 1 of the University of Wales Appeals Procedure for Research Candidates.** Once you have exhausted the appeals procedure at your Centre, and if you are not satisfied with the outcome of the appeal, you may submit an appeal to the University of Wales under Stage 2 of the Appeals Procedure for Research Candidates.  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. | | |
| Mr/Mrs/Miss/Other: |  | |
| Full Name: |  | |
| Address for Correspondence: |  | E-Mail Address: |
|  |
| Telephone Number: |
|  |
| Institution Studied at: |  | |
| Programme Studied: |  | |
| Dates you were enrolled on the programme: |  | |
| Institution and/or University of Wales student number: |  | |
| **I wish to appeal against a decision of the Collaborative Centre on the grounds that (tick one or more relevant boxes):**  **GROUND 1:** There were special circumstances which had an adverse effect on the candidate’s performance which were not known to the relevant body making the recommendation or outcome. In such a case, the candidate must show good reason why such circumstances could not have been reported by the candidate prior to the meeting of the decision making body;  **GROUND 2:** There were defects or irregularities in the conduct of the examinations or in written instructions or in advice relating thereto, where such defects, irregularities or advice might, in the candidate’s opinion, have had an adverse effect on their performance;  **GROUND 3:** Evidence of prejudice or of bias of inadequate assessment on the part of one or more of the examiners;  **GROUND 4:** The supervision provided was inadequate and that there were exceptional reasons why this had not been reported by the candidate prior to the decision of the Examining Board.    **Please note that you are not permitted to appeal on any other grounds.** | | |
| **GROUND 1**  Did you report any special circumstances to the relevant body making the decision or a member of staff in your department prior to the meeting? (please tick the appropriate box)  Yes Please complete section 1.1  No Please complete sections 1.2, 1.3 and 1.4  1.1 Please specify to whom the circumstances were reported and provide full details of any special circumstances you had reported previously. If there are any additional circumstances that have not been previously reported please complete sections 1.2, 1.3 and 1.4.  1.2 Please provide details of any special circumstances you have not reported previously to the relevant body making the decision.  Appeals on medical grounds will not be considered without written evidence from a medical practitioner (or other health professional) which should be attached to this Form.  1.3 Please state why you did not report the circumstances detailed in 1.2 above to the relevant body making the decision prior to the meeting.  1.4 Please state why you believe the circumstances detailed in 2.2 above had an adverse effect on your performance.  **GROUND 2**  2.1 Please state the defects or irregularities in the conduct of the examinations or in written instructions or in advice relating to the examinations you believe to have occurred.  2.2 Please state why you believe the defects or irregularities detailed in 2.1 above had an adverse effect on your performance. | | |
| **GROUND 3**  Please provide details of why you believe there to have been any prejudice or bias of an inadequete assessment on the part of one or more of the examiners.  **GROUND 4**  4.1 Please explain why you believe that the supervision provided to you was inadequate.  4.2 Please state what exceptional reason(s) you had for not reporting this prior to the decision of the Examining Board.  (Continue on a separate sheet, if necessary) | | |
| No further submission will be considered.  I declare that I have read the appendix of the University of Wales Appeals Procedure for Research Candidates and that the information given on this form and documentary evidence attached, if any, is a true statement of the facts to the best of my knowledge and belief.  ......................................................................... ........................................  Signed (Appellant) Date | | |