**RESEARCH DEGREE PROGRAMMES**

**Request for Internal Review**

**Following the formal conclusion of the Progress and Appeals Procedures**

**for Research Degree Students (Section 2.01-2.18)**

An internal review of an appeal may be requested **within twenty working days** of the date of the appeal outcome letter.

**Once completed, please submit this form by email to** **pgrappeals@essex.ac.uk**

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| Further guidance, and the full Progress and Appeals Procedure for Research Students can be found online:<https://www.essex.ac.uk/student/postgraduate-research/pgr-appeals>  | You are strongly encouraged to seek support from SU Advice before submitting your complaint:[www.essexstudent.com/advice](http://www.essexstudent.com/advice) |

# Section 1: Your Details

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| --- | --- | --- | --- |
| **Registration Number** |  | **PRID** |  |
| **First Name** |  | **Title** |  |
| **Surname** |  |
| **Correspondence Address & Postcode** |  |
| **Telephone Contact** |  |
| **Email Contact**(please use University email address if possible) |  |
| **Department or School** |  |
| **Degree Title** |  |
| **Year of Study** |  |
| **Tier 4 Visa Holder** | Yes | [ ]  | No | [ ]  |

# Section 2: Grounds for Requesting an Internal Review

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| **A request for an internal review may be made on limited grounds, listed below.** **Please confirm the grounds upon which you are making your request by marking the relevant box:** |
| 1. There is new evidence, which for good reason was not previously submitted as part of the appeal, which might have materially affected the outcome;
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| 1. the University did not follow the Appeal Procedures properly which disadvantaged the student’s case;
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| 1. there is evidence of prejudice and/or bias or the appearance of prejudice and/or bias during the consideration of the student’s appeal.
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| **Please explain your grounds for appeal:** |
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| Depending on the grounds stated above, please explain:* The new evidence that is now available and the reasons why these were not previously submitted;
* The procedural irregularity that you think has occurred;
* The evidence or appearance of prejudice and/or bias
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| **Please list the evidence you are providing:** |
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| **Please state the outcome you are seeking:** |
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**Declaration**

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| --- | --- |
| I declare that the information given in this form is true to the best of my knowledge and that I would be willing to answer further questions relating to it if necessary. | [ ]  |

|  |  |
| --- | --- |
| **Print name:** |  |
| **Signature:** |  |
| **Date:** |  |

*When sending this form as an email attachment, please type ‘submitted electronically’ in the signature box*