**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**](mailto: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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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; |  |
| 1. the University did not follow the Appeal Procedures properly which disadvantaged the student’s case; |  |
| 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. |  |

| **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 |
|  |

| **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. |  |

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

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