



Procedure for Convening a Research Degree Appeals Board

General Principles

1. The Research Degree Appeals Board ('the Board') will be convened in accordance with the Research Degree Appeals Procedure (PGR Code of Practice Appendix 10), which sets out the details for provision of notice of the hearing by the Secretary and also required notification of attendance by the appellant and also details those who are permitted to attend the hearing.
2. The appellant (further reference to 'the appellant' in this procedure refers to the appellant or the person they nominate to appear on their behalf) will be entitled to bring witnesses to the hearing, provided that the names and addresses of witnesses are supplied to the Secretary, in writing, not later than seven working days prior to the hearing. It will be the responsibility of the appellant to ensure that their witnesses are willing and able to attend the hearing.
3. The appellant, their Supervisor, the Internal Examiner and the External Examiner (where appropriate) will be invited to submit a written statement to the Secretary of the Board not later than seven working days prior to the hearing. Parties will be provided with the appellant's statement of appeal as part of this invitation, together with copies of the Research Degree Appeals Procedure.
4. The Secretary to the Board will circulate the names of all those attending and all papers submitted by all parties to all parties, except witnesses, at least five working days before the hearing. Should the appellant wish their witnesses to have copies of papers, they should arrange this themselves.

Research Degree Appeals Board: Order of Proceedings:

- a) The Chair of the Board will introduce all parties present, stating the purpose of their attendance. Normally witnesses will only attend the hearing at the appropriate time in the procedure.
- b) The appellant will be invited to present their case to the Board, calling witnesses as appropriate. Members of the Board only will be permitted to ask questions of the appellant and/or their witnesses. Witnesses will be asked to withdraw once their evidence has been presented.
- c) Where an appeal is being heard on the grounds stated in Clause 20(c) of the Research Degree Appeals Procedure, members of the Board only will be permitted to ask questions of any external advisor present or ask them to present a statement.
- d) With regard to b) and c), any other person wishing to ask questions may request to do so, via the Chair. The Chair will determine whether the question is permissible.
- e) The appellant will be asked to make a final statement.

- f) The Chair will ask all parties except the Secretary and any Note-Taker and, where appropriate the external advisor, to leave the room whilst the Board considers its decision.
- g) The Board will then consider its decision in private. The Board shall reach its decision in accordance with Clauses 20 and 21 of the Research Degree Appeals Procedure (Appendix 10 of the PGR Code of Practice).
- h) The appellant will be invited back into the room and the Chair of the Board will communicate its decision, which will be confirmed in writing by the Secretary.

Where the Board rejects the appeal, the appellant shall have no further right of appeal within the University.