**PGR Appeal Guidance: (PhD Upgrade and MD(Res) Transfer**

To be submitted within 21 days of the date of publication of the decision against which you are appealing. Please note that we can only accept an Appeal Form which is signed by the student who is appealing and/or where it has been submitted via their King’s College London email account.

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| Important Information |
| It is essential that you consult the [R15 Academic Appeals for Students on Research Degree Programmes Regulation](https://www.kcl.ac.uk/campuslife/acservices/academic-regulations/assets-19-20/r17.pdf) before completing this form, as it contains important information about how the College will handle your appeal and the relevant timescales. Please submit this form and your accompanying evidence via to your Faculty/Institute/School or Campus academic centre or records office.  An appeal can only be made against a published decision of the examiners. Requests which are based upon a challenged to the academic judgment embodied in the decision of the examiners are not permitted.  Please note that where an appeal contains elements of a complaint, and (in the opinion of the Head of Student Conduct & Appeals) requires an investigation; the matter shall be referred for consideration under the G31 Student Complaints Regulation, and the appeal may be held in abeyance until the investigation of the complaint has been concluded. In this instance, the outcome of your appeal may be delayed. |

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| Sources of Advice and Guidance |
| KCLSU Advice provides free, independent, and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Website: [kclsu.org/advice](https://www.kclsu.org/advice/)  Contact Form: [kclsu.org/adviceform](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.kclsu.org%2Fadviceform%2F&data=01%7C01%7Ckate.harvey%40kcl.ac.uk%7Cde63bbb83c4e4133061a08d5d06dc680%7C8370cf1416f34c16b83c724071654356%7C0&sdata=nxLqkvZsu5SQ%2FTCYy80znpL878A8%2BsBXiTiWcFhng2g%3D&reserved=0)  Telephone: 0207 848 1588  Student Conduct & Appeals provides advice on matters concerning university regulations  8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WA  Webpage: [kcl.ac.uk/appeals](http://www.kcl.ac.uk/appeals)  Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Telephone: 0207 848 3989  King’s College NHS Health Centre Web:  [kclnhshealthcentre.com](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.kclnhshealthcentre.com&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=Kf%2BhPDqgz7gIkgqXBKC6AZh5Xh6LP1q581ubn0Ajxv0%3D&reserved=0)  Telephone: 0207 848 2613  Student Services\*  Web: [self-service.kcl.ac.uk/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fself-service.kcl.ac.uk%2F&data=01%7C01%7Cmilena.berganska%40kcl.ac.uk%7C170bfa5a53bb4622ff6b08d823311cb4%7C8370cf1416f34c16b83c724071654356%7C0&sdata=lx2VhQ56tdXKXR0bMfay5n0YtkJE1StbyiOpgN6qI24%3D&reserved=0)  Telephone: 0207 848 1234  \* Student Services provide access to the Disability Support Service, the Counselling & Mental Health Service, Fees, Funding and Money Advice, International Student Support and Housing & Accommodation Support as well as other services.  Guidance on harassment, bullying and discrimination  Webpage: [kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx](http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx)  University Regulations  Website: [kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx](https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/index.aspx)  You may also wish to consider contacting your Personal Tutor or Course Representative for support. |

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**PGR Appeal Form: (PhD Upgrade and MD(Res) Transfer**

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| 1. Your Details | |
| Full Name |  |
| Student Number (on your King’s ID card, NOT your K number) |  |
| Programme of Study |  |
| Department/Faculty |  |
| Supervisor |  |
| Alternative Email |  |

If you have supplied contact information which is different to the details currently held by the College please update your Student Record as soon as possible by following this link: [http://mykcl.kcl.ac.uk](http://mykcl.kcl.ac.uk/)

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| 1. Your Appeal |
| Please indicate which of the criteria your appeal is based on.  **Regulation R15.3(a)**  There is evidence that your performance may have been adversely affected by mitigating circumstances which you were unable, or for valid reasons unwilling, to divulge to the examiners before the decision was reached.  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *New information which the examiners have not previously considered;* * *A reason/evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted; and* * *A reason/evidence to explain why you were unable, or for valid reasons unwilling, to submit this information before the examiners reached their original decision.*   and/or  **Regulation R15.3(b)**  There is clear evidence of a significant administrative or procedural error on the part of the College in the conduct of the upgrade process and that this accounted for your performance.  *If appealing under this ground, please ensure that you have provided all of the following: -*   * *Clear evidence of a significant administrative or procedural error on the part of the College in the conduct of the upgrade process; and* * *A reason/evidence to explain why you feel your performance may have been adversely affected by factors evidenced in the information submitted.* |

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| 1. Your Appeal |
| Please set out the main points of your appeal. If you need more space, continue on a separate sheet of paper, which should be securely attached to this form, and clearly marked with your name and student number. |

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| 1. Supporting Evidence |
| If you are submitting documentation with your appeal, please list below each piece of documentation you have attached to this form. If you are referring to publications or legislation, please include the specific sections, rather than attaching the entire document. Please note that submitting significant documentation may result in the Vice Dean for Doctoral Studies requiring extra time to consider your appeal. |

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| 1. Declaration |
| I have read and understood the College’s R15 Academic Appeals for Students on Research Programmes Regulation.  All information and documentation provided in/with this form is complete and represents an accurate and true reflection of the situation that led to my appeal. I understand that the submission of a falsified claim or documentation constitutes an offence under the G27 Misconduct Regulation and/or the G29 Fitness for Registration and Fitness to Practise Regulation.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration, including those set out in the R15 Academic Appeals for Students on Research Programmes Regulation.  I authorise the reviewer(s) of this appeal to consider this form and any relevant information held by the College to the extent necessary for the consideration of my appeal.  I give permission for the College to seek verification of the authenticity of any statements or evidence provided with this appeal.  If I choose to share this appeal/issues relating to this case in the media or on social media, I agree that I waive my rights to this information being kept confidential in so far as the College reserves the right to respond in an appropriate manner with due care and attention to any allegations which I make  Student signature:  Date: |