**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 [A6 Regulations for Academic Appeals](http://www.kcl.ac.uk/college/policyzone/assets/files/students/A6_Regulations_for_Academic_Appeal_201516.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 Director of Students and Education) requires an investigation; the matter shall be referred for consideration under the B6 Student Complaints Procedure, 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 |
| Student Conduct & Appeals Office provides advice on matters concerning College regulations  8th Floor, James Clerk Maxwell Building, 57 Waterloo Road, London, SE1 8WA  Website: <http://www.kcl.ac.uk/appeals>  Email: [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)  Telephone: 0207 848 3989  KCLSU Advice Service provides free, independent and confidential advice and support with the appeals procedure, including discussing circumstances, completing forms, and assisting with understanding the process  Website: <https://www.kclsu.org/advice/>  Email: [advice@kclsu.org](mailto:advice@kclsu.org)  Telephone: 0207 848 1588  The Compass, Student Advice  Website: [www.kcl.ac.uk/thecompass](http://www.kcl.ac.uk/thecompass)  Counselling Service  Website: [www.kcl.ac.uk/counselling](http://www.kcl.ac.uk/counselling)  Chaplaincy  Website: [www.kcl.ac.uk/chaplaincy](http://www.kcl.ac.uk/chaplaincy)  Disability Advisory Service  Website: [www.kcl.ac.uk/disability](http://www.kcl.ac.uk/disability)  Guidance on harassment, bullying and discrimination  Website: <http://www.kcl.ac.uk/aboutkings/governance/diversity/harassment/index.aspx>  College Regulations  Website: [www.kcl.ac.uk/regulations](http://www.kcl.ac.uk/regulations)  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 |  |
| Programme of Study |  |
| Department/Faculty |  |
| Year of Study | Undergraduate Postgraduate |
| Personal Tutor/Supervisor |  |
| Contact Address |  |
| KCL Email | @kcl.ac.uk |
| 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 A6 6.4(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 A6 6.4(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 documentary evidence you have submitted with this form. |

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| 1. Declaration |
| I have read and understood the College’s A6 Regulations for Academic Appeals.  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 B3 Misconduct regulations and/or the B5 Fitness for registration and fitness to practise regulations.  I agree that my appeal may be disclosed to relevant members of the College to the extent necessary for its consideration.  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.  Student signature:  Date: |