

## Research Degree Appeals – Section One

You can use the Section One Appeals process if you want to appeal against a penalty applied following a finding that plagiarism, collusion or dishonest use of data occurred **prior to submission of your thesis**.

You can only appeal on the following ground:

- a) There was a procedural error in determining a decision of copying, plagiarism, collusion, dishonest use of, or fabrication of data.

You cannot appeal on any grounds which:

- a) Dispute the academic judgement of the Independent Progress Assessment Panel (IPAP); or
- b) Claim extenuating circumstances in respect of the charge of academic malpractice. Extenuating circumstances are not accepted as providing good reason or cause for academic malpractice.

A Guild Adviser can help you to establish whether or not you have grounds for appeal.

### How to appeal

You must submit your appeal to the Head of the PGR Student Administration Team within **14 calendar days** of receiving the formal notification of the IPAP's decision regarding a finding of academic malpractice.

As a part of your appeal, you will need to submit a statement explaining your case. Your statement should include the following:

- The grounds on which you are appealing
- A detailed explanation of your grounds
- Any evidence you can provide in support of your appeal

You are expected to provide all relevant documentation and evidence when you submit your appeal. A Guild Adviser can help you in preparing your appeal by reviewing your statement and evidence.

Once completed, you must send your statement and evidence to the Head of the PGR Student Administration Team ([pgrstudentteam@liverpool.ac.uk](mailto:pgrstudentteam@liverpool.ac.uk)) within **14 calendar days**.

You will receive an email acknowledging the receipt of your appeal within **three working days** and this will include the deadline by which you can expect to receive a written response to your appeal.

### Stage One - Consideration of your appeal

Your appeal will be reviewed within **26 calendar days** in order to establish whether you have a case to be considered further. You will then be informed that either your appeal is declined or that a case for further investigation has been established. If your appeal is dismissed you have a right to request a review of this decision (see Stage Two below).

If your appeal is to be considered further, an independent member of academic staff will be appointed by the Head of your School or Institute to review your case and prepare a report with recommendations on what should happen next.

## Possible Outcomes

- a) If your appeal is **not upheld**, you will receive a letter informing you of this decision within **26 calendar days**.
- b) If the Head of School or Institute considers that their academic investigator's findings **require further investigation**, the investigator's report will be presented at the next meeting of the Independent Progress Assessment Panel for them to consider. You will be informed of the date by which you can expect a final decision in writing.
- c) If your appeal is **upheld or partially upheld**, the Independent Progress Assessment Panel will determine whether there is evidence of a procedural irregularity to such an extent as to cast doubt on the reliability of the original decision regarding academic malpractice. If this is the case, a new independent investigator will be appointed to investigate the allegation of academic malpractice. You will receive a letter informing you of the **appeal decision** within **26 calendar days**.

## Stage Two – Further Review

If you are dissatisfied with the outcome of your appeal at Stage One you have the right to request a review of the decision once you have received your Outcome Letter.

You can request a review on the following grounds;

- a) There was a procedural error in determining the outcome at Stage One;
- b) That the outcome was not reasonable in all the circumstances;
- c) That there is new material evidence which you were unable, for valid reasons, to provide earlier in the process.

You cannot dispute the academic judgement of the Independent Progress Assessment Panel, and if you are dissatisfied with the outcome of a new investigation into academic malpractice commissioned as a result of a successful Stage One appeal, you would need to submit a new appeal under Stage One of this procedure.

You have **14 calendar days** of the date on your Outcome Letter to request a review and you must include the following in your request;

- The nature of the appeal
- All correspondence received by or provided by the student under Stage One of this Procedure, including the University's written response to the appeal (the Outcome Letter)
- A statement as to why you remain dissatisfied
- The remedy you are seeking
- Any further documentation or evidence you wish to be considered

You should send your request to [appeals@liv.ac.uk](mailto:appeals@liv.ac.uk). You will receive an email acknowledging the receipt of your appeal within **five calendar days**.

Your appeal will be reviewed by the Student Experience Manager for your Faculty, who will determine whether there is a case for the appeal to be considered further.

## Possible Outcomes

- a) If your Stage Two appeal is **not upheld**, you will receive a letter informing you of this decision within **29 calendar days**.
- b) If the Head of School or Institute considers that the Student Experience Manager's findings **require further investigation**, their report will be presented at the next meeting of the Independent Progress Assessment Panel for them to consider. You will be informed of the date by which you can expect a final decision in writing.
- c) If your appeal is **upheld or partially upheld**, the Independent Progress Assessment Panel will be asked to take appropriate action. You will receive a letter informing you of the **appeal decision** within **26 calendar days**.