



PROCEDURE FOR CONSIDERATION OF APPEALS BY CANDIDATES FOR RESEARCH DEGREES

1. Candidates may appeal on one or more of the following grounds:
 - 1.1 that a candidate's performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when their decision was taken and that this had produced an unfair result;
 - 1.2 that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand;
 - 1.3 that there were procedural irregularities in the conduct of the examination (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.
2. A submission under this procedure shall be made in writing by the appellant with supporting evidence (including medical certificate for paragraph 1.1 above) to the Director of Research and must be received within two months of the date of notification to the candidate of the result of the examination. If the Director of Research was involved in the supervision or examination of the candidate, the Principal shall discharge the duties of the Director of Research as specified in paragraphs 3-6 below.
3. The Director of Research shall dismiss an appeal on the basis of the candidate's submission alone, without a hearing being held and without seeking further information, but shall do so only when the application does not, in the opinion of the Director of Research, fall within the remit of this procedure or does not disclose arguable grounds.
4. Where inadequate grounds for an appeal are provided or the documentation is deemed to be defective, the Director of Research will advise the appellant before paragraph 3 above is invoked.
5. The Appellate Committee shall be appointed by the Director of Research comprise three persons, one of whom shall be appointed as Chair. No person employed by Heythrop College or who has been involved in the examination concerned shall be appointed as a member of an Appellate Committee.
6. The appellant has the right to appear before the Appellate Committee. The appellant may be accompanied to the hearing and/or represented by a person of his/her choice. A person who will be accompanied and/or represented must submit to the Director of Research not fewer than seven days before the date appointed for the meeting of the Committee the name, address and a description of the person accompanying/ representing him/her and must state whether that person is a member of the University.
7. The examiners shall be invited to attend the meeting of the Appellate Committee.
8. The Committee shall normally conduct the proceedings in the presence of both the

appellant and the examiners. The appellant and/or his/her representative have the right to be present throughout the meeting of the Appellate Committee, as have the examiners, until such time as the Committee retires to consider its findings.

9. The documentation with which the Committee is provided shall include:
 - 9.1 the written submissions of the appellant and of the examiners (should they wish to make a written submission);
 - 9.2 the final report(s) and the preliminary independent reports of the examiners;
 - 9.3 any other documentation either the appellant or the examiners wish to submit.

In addition the Committee may request to see any other document it considers relevant to the appeal.

10. The procedure is for the appellant to address the Committee first and, during this part of the proceedings, he/she may call witnesses, if this has been agreed in advance. The examiners shall be invited to make any observations. Any questions by the appellant or the examiners shall be put through the Chair. The appellant may make any concluding remarks. The members of the Appellate Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he considers it just to do so.
11. The Appellate Committee shall take one of the following decisions:
 - 11.1 to reject the appeal, in which case the result of the original examination stands;
 - 11.2 to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;
 - 11.3 to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who did not take part in the original examination and were not involved in the appeal.
12. The decision of the Appellate Committee shall be final and shall be transmitted to the appellant and Director of Research in writing. The Committee shall provide reasons for its decision.
13. When a new examination is held in accordance with paragraph 11.3 above, new examiners shall be appointed in accordance with the normal procedure. Two examiners should normally be appointed, or three if it is deemed appropriate, to act jointly.
14. The examiners should be external to the appellant's College and at least one should be external to the University. Otherwise the new examination shall be conducted in accordance with the Regulations and Instructions to Examiners for the appropriate degree in force at the time the appellant originally entered the examination. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any information about the previous examination except the single fact that they are conducting a new examination following appeal.

15. The result of the original examination having been cancelled, the result of the new examination shall be accepted.
16. The Procedure detailed above completes the College's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body. Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 0118 959 9813.