

**Appealing against the outcome of an application to extend stipend as a result of Covid-19
Procedures and Guidance for Students**

1. Introduction

1.1 This appeals procedure applies to all students who are eligible to apply for an extension to their stipend as a result of the Covid-19 pandemic. This includes:

- students who applied through the College's policy¹

or

- students who applied for a UKRI costed extension through a UKRI training grant awarded to Imperial.

1.2 Following consideration of their application for an extension, it is best practice that students receive a written response to their application for stipend extension outlining:

- a) the decision that has been made
- b) the reason it was declined
- c) any action(s) that needs to be taken by the student and/or the Department/or Training Grant Holder
- d) further sources of support (where relevant)
- e) a link to this appeals procedure
- f) the deadline to submit an appeal and who to submit the appeal to

Students are encouraged to ensure they have received this information and understood the reasons why their application was declined before making an appeal using this procedure. If students are missing any of this information, they should seek this from the person who communicated the outcome of their application, before appealing.

1.3 The College adheres to the principles of natural justice, and as such aims to ensure procedural fairness as part of this appeals procedure. This means following the College's own procedures correctly when conducting the process and acting fairly. Therefore:

1.3.1 A student will receive copies of all information considered by the appeals panel.

1.3.2 Any staff involved in the appeals process are required to be free from the reasonable perception of bias;

1.3.3 Clear reasons will be given for the decision that is made by the appeals panel.

1.4 Every reasonable effort will be made by the College to deal promptly and efficiently with an appeal received through this procedure. Appeals will be dealt with positively and constructively. If an appeal

¹ See student guidance on applying for an extension to stipend as a result of covid-19:

<https://www.imperial.ac.uk/study/pg/graduate-school/covid-19-support-for-students/applying-for-an-extension-to-your-stipend/>

is upheld, the College will take appropriate action as necessary. If an appeal is not upheld, the reason for this will be communicated to the student.

- 1.5 Appeals are dealt with confidentially but with the proviso that enquiries will have to be made in order to investigate the matters that are the subject of the appeal.
- 1.6 The time limits set out in this procedure will be followed. Where for good reason this is not possible, the student will be provided with an explanation for the delay and a revised timescale for completion.
- 1.7 Where a student making an appeal believes that they should receive reasonable adjustments to the procedure on the grounds of disability, this should be clearly stated in the submission. This would include the reason for requesting the adjustment and any suggestions of what this may mean, for example an extended deadline.
- 1.8 Students are strongly encouraged to seek advice and support should they be considering, or make, an appeal such as from the Imperial College Union Advice Centre, Disability Advisory Service or Senior Tutor (PGR), as appropriate.

2. Grounds for Making an Appeal

- 2.1 A student can only make an appeal on one or more of the following grounds:
 - a. that there has been a material procedural irregularity in the procedures for applying for an extension to stipend (including administrative error).
 - b. that there is evidence of unfairness in the review of applications for stipend extension.
 - c. material new evidence in support of their application which was not made available at the time.

3. Appeals Procedure

3.1 For students who applied for a funded extension through the College's scheme

If a student wishes to make an appeal against the decision following review of their application for an extension to a stipend, they should submit their case to the Head of Strategy and Operations, Graduate School (I.lane@imperial.ac.uk) no later than 10 working days after the outcome of their application is known. This will be the date of the written confirmation sent by the Department (see point 1.2). The Head of Strategy and Operations, together with the Research Office will review all appeals received to determine whether grounds for an appeal have been met. This will take place within 10 working days of receiving an appeal. If grounds for an appeal have not been met, the Head of Strategy and Operations will inform the student, explaining why.

3.2 For UKRI students who applied for a funded extension through a UKRI training grant awarded to Imperial

If a student wishes to make an appeal against the decision following review of their application for an extension to a stipend, they should submit their case to the Head of Strategy and Operations, Graduate School (I.lane@imperial.ac.uk) no later than 10 working days from the date they received notice of this appeals procedure from the training grant holder. The Head of Strategy and Operations, together with the Research Office will review all appeals received to determine whether grounds for an appeal have

been met. This will take place within 10 working days of receiving an appeal. If grounds for an appeal have not been met, the Head of Strategy and Operations will inform the student, explaining why.

- 3.3 Where grounds for an appeal have been met, the Head of Strategy and Operations will convene an appeals panel to review the student appeal. The appeals panel will comprise, the Director of the Graduate School, a sabbatical officer and a Faculty Dean who is not from the same Faculty as the student making the appeal.
- 3.4 It is the student's responsibility to ensure that they submit their appeal in accordance with the deadline and that they provide all relevant documentary evidence to support their submission. Evidence should be provided which demonstrates that one or more of the grounds for an appeal have been met. Where a student is unable to provide all the documentary evidence they wish to be taken into account by the deadline, they should advise of this when submitting their appeal and give an indication of the timescale when the evidence will be made available.
- 3.5 The Head of Strategy and Operations (Graduate School) will acknowledge the submission of the appeal and, where appropriate, will provide a final deadline by which all the evidence should be provided.
- 3.6 Where an appeal has been submitted beyond the relevant 10 working days deadline and the student has not provided a reasonable explanation of the reason for the late submission, with evidence where appropriate, the receipt of the appeal will be formally acknowledged and the student will be given one opportunity to update their submission. If the updated submission does not provide a reasonable explanation and/or have supportive evidence the student will be advised that their appeal is late and cannot be considered.
- 3.7 The appeal will be investigated by the panel (see point 3.3). Where appropriate, additional evidence which might assist the understanding of the case will be sought. This may include for example, a copy of the Department's decision, reasons for the decision and a statement from the Faculty or Department where the student is based. It may also include a statement from the student's supervisor and additional evidence from the student if deemed necessary. This additional evidence, along with the submission from the student, will form the basis on which the appeal is considered.
- 3.8 The appeals panel will review the case within 15 working days of the receipt of the appeal under normal circumstances and will decide one of two outcomes:
 - a) the appeal is upheld - recommendation(s) made to the training grant holder (for UKRI funded students) or the Moderating Panel (for students who applied for an extension using the College's scheme) who will then inform the Department.
 - b) the appeal is rejected as the grounds are not proven.
- 3.9 The outcome of the appeal will be communicated to the student in writing within 5 working days of the panel by the Head of Strategy and Operations (Graduate School) and will provide a clear explanation of the reason for the decision. If the appeal has been upheld, the student will be advised of the action that will be taken by the College and, where appropriate, advised who they need to contact in their Department or Faculty.
- 3.10 The decision of the appeals panel is final.

4. Record keeping

- 4.1 The Graduate School will keep a confidential record the appeal and of the outcome of the case in line with the [College retention timescales](#).