

SALIS PhD Scholarship Selection Appeal Procedure

1. Context:

- 1.1 An appeal is the procedure whereby an applicant may request a review of a decision made by the [SALIS Evaluation Panels](#) relating to the individual's scholarship attribution, in accordance with specified grounds.
- 1.2. An applicant may appeal against a decision of the panels on the following grounds only:
 - A. There was an administrative error in assessing the applicant's eligibility for the scholarship (e.g. a submitted document was not taken into account).
 - B. There was an administrative error in the decision relating to the candidate's application (e.g. a submitted information was not taken into account or the candidate's score was incorrectly calculated).
 - C. The applicant believes that (s)he has been discriminated against unlawfully. Should an appeal be made on this basis, it may be necessary to co-opt an additional panel member with any required legal expertise or to take legal advice on the matter.
- 1.3. Disagreement with academic judgements of the panels in assessing any information relating to a candidate's performance does not in itself constitute grounds for an appeal. There is no right of appeal against decisions, which are matters of academic judgement and which are made by the panel at any stage of the selection process.

2. Lodging an Appeal

- 2.1. An applicant who opts to exercise his/her right to appeal the decision of the panels must present a written statement with supporting documentation to the SALIS Director of Research within one week of notification of the outcome. Candidates will be notified after each stage of the selection process.
- 2.2. Appeals submitted after that period will not be considered.
- 2.3. The statement in support of appeal should be concise and signed.

3. Procedures following receipt of an Appeal

- 3.1. The members of the SALIS Scholarship Appeals Board will be:
 - The Associate Dean for Research
 - The SALIS Head of School (or nominee from the SALIS School Executive)
 - The Director of the SALIS PhD Programme
- 3.2. The board will consider each case individually.
- 3.3. If the appeal is judged to be successful, the board will determine an appropriate course of action.
- 3.4. The decision of the board will be communicated to the applicant within approximately one week of the date of the meeting of the board.
- 3.5. Decisions of the board are final and binding.