

## COVID-19 Phase 2 Doctoral Extension Funding Appeals Process

*These Procedures are Approved by LSE Research Committee.*

*Applicants can appeal against the decision of the ESRC COVID-19 Extensions Panel in accordance with the following process.*

### Permissible grounds for appeal

1. You may make an appeal on the following grounds
  - 1.1 that the Panel did not follow the correct procedures (set out in the appendix below) such that there is reasonable doubt that the decision would have been the same if the Panel had followed the correct procedures; or
  - 1.2 that there is evidence of bias, prejudice or inadequate assessment on the part of one or more members of the panel involved in the decision such that the outcome should not be allowed to stand.
2. There are no other reasons for making an appeal. Specifically, you cannot appeal because you want to question the judgement of the panel in making a decision.

### Submitting an appeal

3. If you want to make an appeal, you must do so within 15 working days of the School confirming the outcome. Appeals must be made in writing to the Deputy Director of the PhD Academy outlining grounds for the appeal and attaching necessary evidence.
4. You must include all reasons for appeal at this time. It is not permissible to introduce new reasons at a later stage of this procedure.
5. You must provide all the necessary evidence and information at the time you make the appeal. You cannot provide material later in the process.
6. All evidence must be in English and you are responsible for getting any official translations if necessary.

### Accepting or rejecting an appeal

7. When the PhD Academy Deputy Director receives your appeal, they will email you to confirm this.
8. The PhD Academy Deputy Director (or a member of PhD Academy staff with authority to act for them) will consider your appeal and the evidence you provide. The Deputy Director will decide, normally within 5 working days of receiving your appeal, either that:
  - 8.1 you do not have a valid reason for appeal (under paragraphs 1.1 and 1.2 above) and it should be dismissed; or

- 8.2        you do have a valid reason for appeal (under paragraphs 1.1 and 1.2 above) and it should be considered.

#### **Procedure when there is no valid reason for appeal**

9.        If the PhD Academy Deputy Director finds that you do not have a valid reason you will be advised of this in writing.

#### **Procedure when there is a valid reason for appeal**

10.       If your appeal is accepted for consideration under paragraphs 1.1 and 1.2, the PhD Academy Deputy Director will send it and all supporting documents to a Pro-Director of the School for consideration.
11.       The Pro-Director or nominee will be asked to consider all the information presented and will either:
- 11.1       uphold the original decision; or
- 11.2       refer the application back to the panel for further consideration. If the reason for the appeal falls under 1.2, the Pro-Director will ask the Head of the LSE Equality, Diversity and Inclusion Team to advise the Panel as they reconsider the application.
12.       The Pro-Director will normally reach a decision within 20 working days of receiving the appeal and will confirm this in writing, with the reasons for it, to the PhD Academy Deputy Director.
13.       The Pro-Director may consult with the members of the Panel. They may also consult with other members of LSE staff for advice on the procedure.
14.       The PhD Academy Deputy Director will confirm with you a decision taken, normally within 5 working days of receiving it.
15.       The outcome of this process is final and there is no further right of appeal.

8 January 2021

## **APPENDIX: MEMBERSHIP AND OPERATION OF THE ESRC COVID-19 EXTENSION PANEL**

The ESRC COVID-19 Extensions Panel has the following membership:

- Prof Rita Astuti, PhD Academy Director
- Prof Max Schulze, Chair of the Research Degree Sub-Committee
- Prof Waltraud Schelkle, European Institute and former DPD
- Prof Sumi Madhok, Department of Gender Studies & member of the LSE Advisory Board for Equity, Diversity and Inclusion.

Cat Todd (Financial Support Office) will also be in attendance in an advisory role.

Members of the Panel will receive all applications submitted by the deadline in electronic form; they will meet (on Zoom) to rank the applications according to three criteria:

1. The ways in which the pandemic has disrupted the applicant's research (the worse the disruption, the higher the ranking)
2. The attempt the applicant has made to find strategies to mitigate the disruption (the more rigorous the attempt, the higher the ranking)
3. The ability to apply mitigating strategies in light of the applicant's personal circumstances, e.g. caring responsibilities, disability, chronic illness, neurodivergence, or other relevant factors (the lower the ability, the higher the ranking)

The final ranking will be determined by the interaction of these three criteria.

Funding decisions will be made after the ranking is completed, so that ranking decisions will not be influenced by the amount of funding available.

The Panel has expertise in Equality, Diversity and Inclusion and members of the Panel will treat all information provided by students and supervisors confidentially.