

## RMS DIPLOMA APPEAL PROCEDURE

The table below provides details of the Appeal Procedure if a candidate does not agree with the decision of the Society's Education and Outreach Committee.

<b>Purpose</b>	To allow candidates to apply for a reconsideration of the Education and Outreach Committee's decision regarding the award of the Diploma of the Royal Microscopical Society.
<b>Grounds</b>	<p>The candidate needs to be able to show that either there has been a procedural error or that there is new evidence concerning mitigating circumstances that was not made available to the examiners and that it could not have been produced at an earlier stage.</p> <p>Appeals will not be considered against the academic judgment of the Education and Outreach Committee or in respect of the quality of support of the Mentor.</p>
<b>Process</b>	<p>The candidate must apply in writing within 14 days of being notified of the decision of the Education and Outreach Committee. The appeal should be addressed to the Royal Microscopical Society's Executive Committee and should include details and all relevant facts relating to the appeal. The appeal will then be considered by the Executive Committee at its first meeting after receipt of the appeal or second meeting if the appeal is received within 10 days of the date of the first meeting. The candidate will be notified of the Executive Committee's decision within 14 days of its meeting.</p> <p>The Executive Committee's decision is final and it is under no obligation to enter in to correspondence with the candidate.</p>
<b>Contact</b>	<p>Executive Committee c/o Allison Winton, Chief Executive</p> <p>Diploma Appeal Royal Microscopical Society 37/38 St Clements Street Oxford OX4 1AJ UK</p>