

## APPEAL AGAINST THE DECISION OF A PROGRESSION AND AWARD BOARD OR RESEARCH DEGREES QUALITY COMMITTEE

Please refer to the University's Academic Appeals Regulations for full details about the academic appeal procedures.

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### How to submit an academic appeal

#### 1. Check you are using the right procedures

This guidance leaflet only applies to decisions of the Progression and Award Board (or Research Degrees Quality Committee for PGR students) i.e. results. You cannot use this procedure to appeal other decisions, such as academic misconduct or having your extenuating circumstances claim rejected. For other decisions, the appeal route will be outlined in the relevant policy.

#### 2. Check you are submitting at the right time

You can only appeal during the 15 working days AFTER receiving the letter confirming the **final** decision of the Progression and Award Board (or Research Degrees Quality Committee for PGR students).

- If you have received marks back for an individual assessment (e.g. through Canvas) but have **not yet** received the letter from the Progression and Award Board then it is **too early** to appeal. You need to wait until you have received the decision letter to submit your appeal (but you can begin preparing your appeal now using the guidance below). You can contact your Faculty Office or Programme Administrator to confirm when you are due to receive the letter from the Progression and Award Board.
- If it is more than 15 working days AFTER receiving the letter confirming the final decision of the Progression and Award Board, you can still submit an appeal but it will only be reviewed if there were good reasons, supported by evidence, that prevented you from submitting on time.

#### 3. Use this leaflet to prepare your appeal and speak to the [Student Union Advice Centre](#) if you need help preparing your appeal

- This leaflet will help you draft your appeal and make sure you present all the necessary information so your appeal can be considered in detail.
- This leaflet is NOT the appeal form itself. You **MUST** use the online form to submit your appeal. Your appeal will be rejected if you try to submit it via email or simply by forwarding a copy of your notes on this guidance leaflet.

#### 4. Submit your appeal online via <https://forms.office.com/r/ya3Tf2UTiK>

- You must use the online form to submit your appeal. If you need any reasonable adjustments to help you submit the online form, due to a disability, learning

difficulty or other form of neurodiversity, please email [appeals@winchester.ac.uk](mailto:appeals@winchester.ac.uk) directly and we will get back to you to help you submit an appeal.

**5. Monitor your University email account and await an outcome**

- Please bear with us as we will need some time to review and investigate your appeal fully. We will contact you with an outcome once this consideration has been completed.

## **How to write your academic appeal**

- 1. Decide on what grounds you are appealing against**
- 2. Describe why you are appealing**
- 3. Collect supporting evidence**

### **1. Decide what grounds you are appealing against**

You can only appeal against 3 specific grounds. It's important that you decide which grounds apply best to your circumstances because the ground you choose will be what the appeal investigator will focus on. You can choose multiple grounds if more than one applies to your situation.

The wording of the grounds is very specific but this can sometimes make them hard to understand. At the end of this document [we provide some further explanations of what does and does not qualify under these grounds.](#)

### **Grounds**

- A) There exist extenuating circumstances, affecting the student's performance, of which the Faculty Progression and Award Board, Research Degrees Quality Committee or Panel of Examiners/Assessors was not aware when it took its decision and which the student was unable or unwilling to bring to the attention of the Progression and Award Board, Research Degrees Quality Committee or Panel of Examiners/Assessors in advance.
- B) The University did not follow its regulations, policies or processes and this procedural irregularity, which as a result has disadvantaged the appellant, was significant enough to have materially affected the decision made, rendering it unsound.
- C) There is evidence of prejudice or bias on the part of one or more of the examiners.

### **2. Describe why you are appealing**

Your appeal should be clear, easy to read and focus on the key points. Don't risk your points being lost in emotion or amongst too much irrelevant detail. You might want to consider using bullet points, subheadings, or paragraphs.

You should clearly outline your circumstances and reasoning and link this back to the ground you have chosen. You should also link it to the evidence you are submitting. You must usually provide evidence to support everything you say, evidence should ideally be independent and support all elements of your argument.

[Below you will find a preview of all the questions on the online academic appeal form which require a detailed written response.](#)

### **3. Collect supporting evidence**

It is always beneficial to your appeal if it is supported by evidence and it is likely that without evidence your appeal could be rejected.

If you have not yet collected all the evidence you need, you should still continue to submit your online academic appeal form by the 15 working day deadline. There is an opportunity for you to outline what evidence you are still waiting for. However please be aware that usually we cannot give you an outcome until you have submitted all your evidence so the quicker you can submit all your evidence, the quicker we will be able to give you an outcome.

### **Explanation of the grounds**

#### **Ground A**

This is the ground to choose if:

- something happened outside your control that affected how well you did on an assessment or prevented you from submitting it  
AND
- you did not previously submit an extenuating circumstances application with this information  
AND
- you have good reasons, supported by evidence, why you did not submit an application for extenuating circumstances at the appropriate time. You **cannot** appeal because you did not understand or were not aware of regulations, policies or procedures.

*For example, Siya had recently had a diagnosis of depression. She did not know this when she was submitting her most recent assessment so she did not submit an application for extenuating circumstances at the time. Siya submitted an academic appeal on ground A and provided a letter from her GP confirming her diagnosis and how it affected her studies.*

#### **Ground B**

This is the ground to choose if:

- you have evidence that a process or procedure has not been followed correctly

*For example, Ai noticed that her feedback did not have any comments relating to two pages of her report and she could see that her mark for this assessment was much lower than her other assessments. Ai submitted an academic appeal on ground B and provided a copy of her assessment and feedback explaining how this showed that the marker had missed these pages of her report.*

If you believe **an administrative or transcription error** was made (e.g. a mark may have been incorrectly recorded or omitted) you should contact your Faculty Office, Programme Administrator at the Collaborative Partner or the Research and Knowledge Exchange Centre (as appropriate) in the first instance, as it may be possible to resolve the matter more swiftly and without the need for a formal appeal. If the Faculty, Collaborative Partner or Research and Knowledge Exchange Centre does **not** accept that an error has been made, then you may bring the matter forward for appeal.

#### **Ground C**

This is the ground to choose if:

- you believe the decision was unfairly influenced by bias or prejudice against you. This must be based on evidence, not opinion.

*For example, Jo had complained to his module leader a few times during the module for various reasons. Jo was surprised when he barely passed the module and felt the feedback he was given was very brief. Joseph submitted an appeal on ground C contending that the module leader had marked his work more harshly because of his complaints. Joseph provided a copy of his assessment and feedback, a copy of the emails where he complained to the module leader and a copy of other, more detailed, feedback he had received from other markers.*

#### **Reasons for appeal that are not allowed**

- You cannot appeal because you did not understand or were not aware of regulations, policies or procedures.
- You cannot appeal against the quality or provision of teaching, supervision or services. These must be raised at the time such issues occur through e.g. programme leader, supervisor, or as defined in the Complaints Policy.
- You cannot appeal because you disagree with the academic judgement of your assessor. "Academic judgement" is a judgement that is made about a matter where an opinion of an academic expert is essential. Every module is marked in relation to the learning outcomes, and a pass mark means that you have achieved them. To ensure fairness and consistency for all students, marks are moderated between teaching staff, and endorsed by external examiners. If you are unhappy with the mark for an assessment, you should speak to the marking tutor to get additional feedback, to help you understand the mark awarded.

## Preview of the online form

The table below shows you all the questions on the [online academic appeal form](#) which require a detailed written response.

Question on online appeal form	Tips
<p><b>What reasonable adjustments would help you access the appeals process?</b></p> <p>This question only applies to you if you have a disability, learning difficulty or other form of neurodiversity and you are worried about being unable to use the appeals process fully.</p>	<p><i>If this applies to you, you can outline here what reasonable adjustments you think might help you fully access the appeals procedure. Don't worry if you're not sure – please explain as best you can and a member of the appeals team will arrange a call with you to discuss further.</i></p>
<p><b>If it is more than 15 working days after the DATE of your decision letter, your appeal is late. Please give the reason you did not submit your appeal on time</b></p> <p>This question only applies to you if you are submitting your appeal after the 15 working days deadline.</p>	<p><i>If you are submitting your appeal late, we will first consider the reason you submitted late to determine if we can still consider your appeal so it is important to use this opportunity to explain what led to you not submitting this appeal on time. Your appeal will only be considered if you have good reason for submitting late.</i></p> <p><i>It will help your appeal if you are able to provide evidence of the reasons you were unable to submit on time.</i></p>
<p><b>What is the decision you are appealing against?</b></p>	<p><i>For example, fail and repeat by part time study, or withdrawn and given exit qualification, or being awarded a 2:2 classification</i></p>
<p><b>Please specify which ground(s) you are appealing against?</b></p>	<p><i>Look at the <a href="#">3 specific grounds you can appeal against</a> and also the <a href="#">further information and examples given above</a> before deciding.</i></p>
<p><b>Please explain, in your own words, why you are appealing.</b></p>	<p><b><i>This is arguably the most important part of your appeal.</i></b> <i>This explanation will be key to helping the appeal investigator consider your case so you should take this opportunity to explain in detail why you disagree with the decision and want to appeal.</i></p> <p><i>You should:</i></p> <ul style="list-style-type: none"> <li>• <i>Link this explanation to the grounds you are appealing against and explain how your circumstances meet the definition of the ground.</i></li> <li>• <i>Clearly outline the sequence of events that support your appeal.</i></li> <li>• <i>Link this explanation to any evidence you are submitting.</i></li> <li>• <i>Do not include personal information about other people unless you have their permission.</i></li> <li>• <i>Do not include details of the outcome you want. You will be asked what outcome you want in a separate question.</i></li> </ul>

	<p><i>For appeals against ground A you should:</i></p> <ul style="list-style-type: none"> <li>• <i>Outline your extenuating circumstances and how they have impacted you in the assessments you are appealing.</i></li> <li>• <i>Explain the chronology of your circumstances and include any key dates. If the circumstances were not close in time to the assessments you are appealing, you must explain how the circumstances continued to have an impact on your academic performance; and spell out exactly how the circumstances affected your ability to study and perform at your usual level. Did you lose time? Were you unable to concentrate or retain information?</i></li> <li>• <i>You will then need to explain whether you informed the University at the time by following the extenuating circumstances policy. If yes, you can explain whether the circumstances were accepted or rejected. If no, you must provide good reason why you could not have reported your circumstances on time.</i></li> </ul>
<p><b>Please outline what evidence you are collecting and when you expect to be able to submit it.</b></p>	<p><i>Here you can outline the evidence you plan to submit via the online academic appeal form that supports your reasoning supporting your appeal in the previous question.</i></p>
<p><b>What would you wish the outcome of your appeal to be?</b></p>	<p><i>This is your opportunity to explain what outcome you think is fair. There is no guarantee this will be the outcome but it will be considered by the appeal investigator.</i></p> <p><i>For example, you may wish to be given the opportunity to retake/repeat assessments or year of study.</i></p> <p><i>Please be aware that we can only award marks based on the work you submitted and so, even if your appeal is successful, your mark cannot simply be increased. Instead, you are more likely to be offered an additional attempt.</i></p>