



# Academic Appeals

This guidance can be read in conjunction with the University's full [Academic Appeals Regulations](#). You can also refer to the University's [Guidance Leaflet](#).

## What is an academic appeal?

An 'academic appeal' is a request for the review of a final decision made by a Progression and Award Board. We advise that you first raise your concerns informally with your Faculty if you think there has been a misunderstanding that can be resolved with an immediate explanation.

An appeal can be submitted as an individual or collectively if an issue has affected two or more students, in this case the group should nominate a lead spokesperson, with whom the University shall liaise in the first instance.

## What are the grounds for appeal?

Your appeal must meet at least one of 3 grounds:

- a) Extenuating circumstances affected your performance (you will need compelling evidence explaining why you did not or could not follow the Extenuating Circumstances Policy)
- b) You have evidence of procedural irregularity
- c) You have evidence of prejudice or bias

## What should you be aware of?

You cannot appeal on the grounds that you did not understand or were not aware of University regulations, policies or procedures.

It is not possible to request for marks to be changed or work to be re marked. If your appeal is successful you may be able to submit a second attempt or permitted to complete one of more assessments, allowing you the chance to improve your results. If you're unhappy with a mark you receive during the academic year, we would encourage you to seek feedback from the marking tutor.

### What is the process?

Complete the Academic Appeal Form within 15 working days of the date of letter confirming the decision of the Progression and Award Board. You'll be asked to write a statement and include what you wish the outcome of your appeal to be. You'll also need to provide relevant supporting evidence.

On receipt of the appeal the Director of Academic Quality and Development (AQD) shall initially determine whether your appeal has been submitted within the time limit, on the correct form and in English. If your appeal does not conform to this criteria it shall be rejected.

The Director of (AQD) may ask you to provide additional evidence or they may contact your Faculty for more information. If the appeal has grounds the matter will be referred back to the Dean or Chair of the Research Committee for review.

You will be informed by email if your appeal is unsuccessful. If you wish to challenge the decision you must complete the appeal review form within 10 working days from the date of the letter dismissing your appeal. If you remain dissatisfied you can take the appeal to the OIA.

Being a student can be fun, rewarding and fulfilling, but we also know it can be challenging, stressful and at times, overwhelming.

Winchester Student Union Advice Centre can be accessed by all current University of Winchester students. We aim to support students to make their own informed choices by offering free, impartial advice and information on a range of matters.

If you would like further support with submitting an academic appeal, visit [www.winchesterstudents.co.uk/advice](http://www.winchesterstudents.co.uk/advice) to complete our Advice Enquiry Form.

You'll find the Advice Centre in the King Alfred Centre on Level 3 (next to the Foodhall).

