**IMPORTANT NOTE**

This document should be used in conjunction with

APPEALS AGAINST EXAMINERS’ RECOMMENDATION OF AWARD

Background

Academic Registry (AR) must be informed of student appeals against the examiners’ recommendation of award by Schools. Previously, appeals have been submitted by students and resolved by Schools without any notification to AR. This has caused issues with the student’s record and with arrangements for graduation if records have not been updated correctly.

Important Note: the category of appeal may not fall under ‘incorrect award/mark’, but if an appeal is submitted which ultimately affects an award, it should be considered an appeal against award to ensure the appropriate steps are taken by AR.

New Procedures

From 1 May 2020, all academic appeals will be centralised and all academic appeals are to be sent to the Central HW Appeals mailbox (appeals@hw.ac.uk).

Any appeal received by the School, must therefore be sent, in a timely and prompt manner, directly to the HW Appeals (appeals@hw.ac.uk), mailbox, and not dealt with locally by the School.

Informing the student

Upon submission of what is classed as an appeal against award (see important note above), the Central HW Appeals Team will inform students that they will automatically be rendered ineligible to graduate until the next graduation diet; regardless of whether the appeal is eventually upheld or rejected.

This will be strictly enforced and not subject to change (or flexibility given to any student or students).

Logging the Appeals

The Central HW Appeals will

(a) record all appeals and their outcomes on the Academic Secretariat, Regulation and Policy Divisions internal log;

(b) update SAS accordingly (both with the initial appeal and the outcome); and,

(c) ensure that both Registry and Academic Support (RAS) colleagues, and applicable Schools, are given regular updates on such appeals submitted

Marc Quinn, Head of Academic Secretariat, Regulation and Policy Division, Registry and Academic Support
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April 2020