Appeals Process for Semester 2 (2019-20)

From 1st April, all new University appeals are to be sent to HW Appeals (appeals@hw.ac.uk). All appeals submitted directly to the School will be forwarded onto this email address.

Scope of this procedure.
The following decisions only apply to Undergraduate students in Year 3, Year 4, and Year 5.

Years 1 and 2 Undergraduate students do not have any Semester 2 examinations and all Semester 2 courses are being given a "P" result (pass), and will not be subject to being reassessed. A Board of Examiners has approved all Semester 1 courses and the deadline to appeal against those results has now elapsed. Therefore, if a Year 1 or Year 2 student failed a Semester 1 course (or failed to achieve a suitable grade to progress on their programme) and the Progression Board of Examiners determines that the student is required to be reassessed, there are no grounds for appeal – students cannot appeal academic judgement.

All Postgraduate taught students have had their Semester 2 examinations deferred to the summer (August) diet and allowed to progress to their dissertation stage. In addition, Temporary Suspension of Studies (TSS) applications will not be accepted, unless under very specific and exceptional circumstances, as students can complete their programmes of study in the same academic timeframe. Additionally, students will be aware that any reassessments for their Semester 1 or Semester 2 courses would have been at the August diet, so should not have made any other plans for August at this stage. However, students who are unable to take the August diet of examinations for extenuating reasons should submit a mitigating circumstances application. Therefore, there are no grounds for students to raise an academic appeal for Semester 2 courses, at this time.

Valid Reasons for Appeals relating to Semester 2 Progression and Award Decisions
In summary, an academic appeal may be made where there is evidence to show one or more of the following (as per the University Approved Student Academic Appeal Policy and Procedures, 2016, https://www.hw.ac.uk/students/doc/appealprocedures.pdf):

i) Student performance was affected by special circumstances that you could not report at the time for valid reasons, and these special circumstances have not been taken into account when the relevant academic decision was made or before the relevant Board of Examiners made their deliberations
   • There must be compelling and substantiated reasons why the special circumstances could not be reported at the time;

ii) Staff or bodies have not followed approved regulations and procedures
   • Students will need to clearly identify what regulation or approved procedures have not been followed;

iii) There has been a material lack of clarity on the part of the University which has affected your performance; and,

iv) Staff or bodies have not acted fairly towards you by showing bias in the way they have made an academic decision.

Students appealing on any of the above grounds must:
   a) provide supportive documentary evidence;
   b) be directly relevant to the ground(s) of the appeal;
   c) specifically cover the time period in question; and,
   d) be very clear with regards to the matters highlighted in the above (i.e. could not report at the time for valid reasons; have not followed; material lack of clarity, and, not acted fairly by showing bias).

Appeals which do not provide sufficient evidence to support their case will be rejected. Likewise, students who submit their appeal after the agreed deadline (see below), without good cause, will be rejected, and have no right to submit a Stage 2 Appeal (as per the above Policy and Procedure, Section 3.5v and 3.5xii, respectively)

Refer to Document 10a for procedural guidance