**UNIVERSITY OF WARWICK**

**REGULATION 42 ACADEMIC APPEAL FORM AND GUIDANCE**

**Purpose of this form**

This form is intended to assist **all students** who are considering making an appeal to set out the grounds of their appeal clearly and according to the terms of the University’s Regulations governing academic appeals. Before submitting an appeal, you must first read Regulation 42: Regulation Governing Academic Appeals available at:

<https://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg42academicappeals>.

and also the information available at:

https://warwick.ac.uk/services/academicoffice/examinations/students/appeals

**You may only appeal if the criteria and grounds pertaining to your level and programme of study, as set out in Regulation 42, are met.**

**You may not use the appeals procedure to dispute the academic judgement of examiners.**

**You may not appeal against marks awarded for individual modules or individual pieces of work.**

If you decide to submit an appeal you must:

1. Complete this form. **Only appeals submitted on this form will be considered**;
2. Submit it by the relevant deadline, to the correct office;
3. Attach any relevant supporting evidence.

**Guidance for students submitting an appeal**

You are strongly encouraged to discuss any matters leading you to consider appealing with your Personal Tutor, Supervisor or other appropriate member of staff within your academic department before submitting a formal appeal.

It is also recommended that you seek advice and guidance in completing the form either from the Students’ Union Advice Centre <https://www.warwicksu.com/advice/> or the Dean of Students’ Office <http://www2.warwick.ac.uk/services/tutors/about/>.

If you have any questions about the appeal procedure itself, please contact:

aoappeals@warwick.ac.uk (for undergraduate students)

or

pgappeals@warwick.ac.uk (for taught postgraduate students)

**Timescales**

**This Academic Appeal Form must be submitted within 10 University Working Days of the date of notification of the decision that is the subject of the appeal. Academic Appeal Forms received after this date will be considered only if there are exceptional reasons why you could not comply with the relevant deadlines which must be accompanied by supporting evidence.**

The University normally aims to complete the academic appeals process within 80 University Working Days. If this timeframe is not achievable, you will be informed about a delay at the earliest possible opportunity. If you have been notified that you are required to withdraw from your course of study, this may mean that even if your appeal is successful, your appeal may not be resolved in time for you to continue into the next academic year. If you are a final- year undergraduate student, it is unlikely that your case will be resolved ahead of the July Degree Congregations.

You may be asked to provide further information before your appeal can be considered. It is important that you provide an email address on your appeal form at which you can be contacted **for the duration of the appeals process.** If it has been determined that you be required to withdraw, please note that your University IT account will be terminated. You should therefore ensure that you provide an alternative email address.

**Where to submit your appeal**

**Please complete the relevant sections (pages 3 – 7) and e-mail the form and if relevant, the supporting evidence to the appropriate e-mail address below:**

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| **First and Intermediate Year Undergraduates** |
| All faculties to submit to aoappeals@warwick.ac.uk |  |
|  |  |
|  |  |
| **Final Year Undergraduates** |
| All faculties to submit to aoappeals@warwick.ac.uk  |
| **MBChB Students – All years**  |
| All MBChB students  | aoappeals@warwick.ac.uk  |
| **Postgraduate Taught and Research Students** |
| All postgraduate taught course appeals to be submitted to pgappeals@warwick.ac.uk All postgraduate research student appeals to be submitted to doctoralcollege@warwick.ac.uk.  |

**Support**

There are different sources of advice and support available for you. If you need advice on how to manage the impact of this decision on you personally, then you might wish to contact one of these services. Details are available through the Wellbeing Support Services Portal at: <http://warwick.ac.uk/supportservices>.

To discuss other options for the future, the University would also encourage you to contact the Student Opportunity and Careers Service at <http://warwick.ac.uk/careers/> to arrange an appointment with a member of staff.

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| **Regulation 42 Academic Appeal Form****Personal Details**  |
| **First name**  |  |
| **Surname/Family Name** |  |
| **University ID Number** |  |
| **Year of Study**  |  |
| **Programme of Study** |  |
| **Home Department** |  |
| **Email Address*****Please supply your University e-mail address and a personal e-mail address***  |  |
| **Date of notification of decision which you are appealing against**  |  |

**Criteria for appeal**

**This section must be completed**

**Please tick the statement which applies to you:**

[ ]  You are a first or intermediate year undergraduate student and have been required to withdraw from your programme of study

[ ]  You are a final year undergraduate student who has been awarded a particular degree classification

[ ]  You are a final year undergraduate student who has not been awarded a qualification, with no further right of resit

[ ]  You are an MBChB student and have been required to withdraw from your programme of study

[ ] You are a student on a Postgraduate Taught or Postgraduate Research Programme and no qualification has been awarded and you have been required to withdraw from your programme of study

[ ] You are a student on a Postgraduate Taught Programme or Postgraduate Research Programme and a qualification other than that for which you have been registered has been awarded

[ ] You are a student on a Postgraduate Taught Programme who has been required to transfer to an alternative course

[ ] You are a student on a Postgraduate Research Programme and have been permitted to continue your registration only for the degree of MPhil rather than upgrading to a PhD

**Appeals are not permissible under any other circumstances than those set out above.**

**Grounds for Appeal**

Please give full details of the circumstances relevant to the grounds of the appeal. Please ensure you provide dates and details of all assessments affected. Medical or other supporting evidence should be attached.

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| 1. ***You are in possession of evidence relevant to your assessment performance that was not available when the assessment decision was reached.***

**Note: You must complete box 2 if appealing on this ground.**  |
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| 1. ***You can provide evidence of good reason for not having made the relevant Board of Examiners aware of these circumstances prior to the decision appealed***
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| **Final Year Undergraduate Students, MBChB Students, Postgraduate Taught and Postgraduate Research Students ONLY** |
| 1. ***There is evidence of procedural irregularity in the conduct of the examination process***
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| **Final Year Undergraduate Students, MBChB Students, Postgraduate Taught and Postgraduate Research Students ONLY** |
| 1. ***There is evidence of prejudice or bias on the part of one or more of the examiners***
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| **Postgraduate Taught and Postgraduate Research Students ONLY** |
| 1. ***There is evidence of inadequacy of supervisory or other arrangements during your enrolment at the University and you can explain why you have not made a complaint under the Student Complaint Resolution Procedure at an earlier stage.***
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**You may use additional pages if required.**

**Checklist and declaration**

[ ] I have enclosed relevant supporting evidence with my appeal. **Important - please note that all claims of mitigating circumstances should normally be supported by appropriate independent documentary evidence (for example, from a doctor, counsellor or personal tutor). The information at**[**Mitigating Circumstances**](https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/u_mitigatingcircumstances/) **gives further guidance on appropriate documentary evidence**. Please note it is the student’s responsibility to obtain such evidence and submit it with their appeal. Please if possible incorporate all items of supporting evidence in a single document (e.g. a Word document or a PDF) and submit this with your appeal form. Within your supporting evidence submission, please identify each item clearly and indicate its relevance to your statement in your appeal form. Please also ensure that any supporting evidence you submit is clear and fully legible.

[ ] I declare that I have read and understood Regulation 42: Regulation Governing Academic Appeals (this box must be ticked in order to submit your appeal).

[ ] I declare that all information contained within this appeal is true to the best of my knowledge, and accept that any attempt to deceive, manipulate or in any way interfere with the operation of the appeals procedure will be subject to disciplinary action (this box must be ticked in order to submit your appeal).

[ ] I agree that the information contained within this appeal, and the attached evidence, may be retained and shared for the purposes outlined in Regulation 42 (including sharing it with my academic department(s) for comment), and that the outcomes and recommendations of any appeals may be shared across the University for the purposes of institutional learning.

**Signed ……………………………………….**

**Date……………………..**

**Privacy Statement**

The University of Warwick will process your personal data provided on this academic appeal form for the purposes of administering, considering and communicating with you in relation to your appeal.

The legal basis for processing this personal data is necessary for the performance of a contract.

Your personal data will not be shared or disclosed to any third parties external to the University of Warwick, with the exception of External Examiner(s) for the purpose of considering a specific degree or classification.

Your personal data will not be transferred outside the EEA, and will be kept securely by the University of Warwick and will be retained for a period of up to seven years. After this date your personal data will no longer be retained and will be deleted.

The University of Warwick is the Data Controller of this information and is committed to protecting the rights of individuals in line with Data Protection Legislation. Please visit the University’s Data Protection webpages *(*[*https://warwick.ac.uk/services/idc/dataprotection*](https://warwick.ac.uk/services/idc/dataprotection)*)* for further information in relation to your rights and how the University processes your personal data. The University’s Data Protection Officer, A Bajaj, can be contacted through infocompliance@warwick.ac.uk and any requests or complaints should be made in writing to the University’s Data Protection Officer.