

APPEAL AGAINST THE DECISION OF A PROGRESSION AND AWARD BOARD OR POSTGRADUATE STUDENT PROGRESS COMMITTEE

These guidelines are for students who wish to submit an Academic Appeal only. If you are wanting to appeal against an Exceptional Circumstances claim decision or where you have been informed you are being interrupted or withdrawn from your studies then you should seek guidance directly from the [Students' Union Advice Centre](#) or by emailing appeals@winchester.ac.uk

Please refer to the University's 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 Postgraduate Student Progress Committee for PGR students) i.e. results. You cannot use this procedure to appeal other decisions, such as breaches of academic integrity or having your exceptional 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 submit an academic appeal during the 10 working days AFTER receiving the letter confirming the decision of the Progression and Award Board (or Postgraduate Student Progress 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 10 working days AFTER receiving the letter confirming the 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 [Students' Union Advice Centre](#) (further information below) 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 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.

6. Winchester Students' Union Advice Centre

- Winchester Students' 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, confidential, impartial advice and information, on a range of matters, including preparing and submitting an appeal.
- We operate independently from the University of Winchester and specialise in supporting students with academic issues, including academic appeals. If you would like further support with submitting an appeal, visit <https://www.winchesterstudents.co.uk/advice> to complete our Advice Enquiry Form and speak with our advisor.



**WINCHESTER STUDENT UNION
ADVICE CENTRE**
Free, independent advice & support
www.winchesterstudents.co.uk/advice



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 were Exceptional Circumstances that significantly impacted the student's academic performance and where a student demonstrates that the evidence to support an Exceptional Circumstances claim could not reasonably have been provided at the time of assessment or where the cause of the Exceptional Circumstance could not reasonably have been identified or known at the time of the assessment.
- b. There is evidence that University did not follow its regulations, policies or processes resulting in the appellant being unfairly disadvantaged.
- c. The appellant has been unfairly disadvantaged due to substantive evidence of biased or prejudicial examination and moderation processes as applied to their assessment(s).

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 will be rejected.

Your evidence must be from a verifiable, applicable, independent and authoritative source and be uploaded as a pdf document alongside your academic appeal submission. We may

need to request clarity, further information or evidence from you and you should therefore send anything that you deem relevant and not assume that only some information is needed.

Please be aware that evidence that is overtly graphic (e.g. medical photographs or patient files), contains irrelevant personal data or information, where the nature and context is not appropriate or is likely to offend will not be considered and your claim will be dismissed. You should seek advice and guidance from your **Personal Academic Tutor, Faculty Office, Faculty Student Support and Success Advisor** or the **Students' Union Advice Centre** if you are unsure whether your evidence is of an appropriate nature.

If you have not yet collected all the evidence you need, you should still continue to submit your online academic appeal form by the 10 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 have good reasons, supported by evidence, why you were not able to evidence an application for exceptional circumstances at the appropriate time
OR
It would not have been possible to know the cause of the exceptional circumstances until later (for example receiving a diagnosis of a learning difference midway through the academic year)

For example, Siya had recently had a diagnosis of Dyslexia. A Learning Agreement was put in place for her semester 2 assessments, allowing her extra time and a PC in exams, but this support was not in place for the exam she took in semester 1, which she failed. Siya submitted an academic appeal on ground A, along with a copy of her diagnostic report, and requested that her resit receive an uncapped mark.

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 was entitled to extra time for her online exam, but this was not correctly factored into the exam set-up on Canvas and the submission link closed at the standard time, resulting in Ai being unable to upload her exam paper, and being capped for a late submission.

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 Doctoral School (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 Doctoral School 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 mark you received for an assessment was unfairly influenced by bias or prejudice against you. This must be based on evidence, not opinion.

For example, Joe had made a complaint about his module leader in the previous year. Joe was surprised when he barely passed the module and felt the feedback he was given was very brief. Joe submitted an appeal on ground C contending that the module leader had marked his work more harshly because of his complaints. Joe 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 Student 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.
- You cannot appeal where it would have been wholly reasonable for you to disclose something at the time it became an issue when you were aware that there could have been a detrimental impact on your studies or the ability for the University to discharge its duties under its policies, regulations and procedures.

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 |
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| <p>Do you need to discuss any reasonable adjustments to allow you to access the appeals process due to a disability, learning difficulty or other form of neurodiversity?</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 contact you to discuss further.</i></p> |
| <p>If it is more than 10 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</p> <p>This question only applies to you if you are submitting your appeal after the 10 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>Please upload any evidence to support the reason why your appeal is late.</p> | <p><i>It is important that you provide evidence of the reasons you were unable to submit on time. Without this evidence it is unlikely that your appeal will be considered.</i></p> <p><i>Information about the permitted file types, file names and size limits are provided on the form</i></p> |
| <p>What is the decision you are appealing against?</p> | <p><i>For example, fail and repeat by part time study, or withdrawn and given exit qualification</i></p> <p><i>[This is stated at the top of your letter from the Progression and Award Board]</i></p> |
| <p>Please specify which ground(s) you are appealing against?</p> | <p><i>Look at the 3 specific grounds you can appeal against and also the further information and examples given above before deciding.</i></p> |
| <p>Please explain, in your own words, why you are appealing.</p> | <p><i>This is arguably the most important part of your appeal.</i> <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> |

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| | <p><i>You should:</i></p> <ul style="list-style-type: none"> • <i>Link this explanation to the grounds you are appealing against and explain how your circumstances meet the definition of the ground.</i> • <i>Clearly outline the sequence of events that support your appeal.</i> • <i>Link this explanation to any evidence you are submitting.</i> • <i>Do not include personal information about other people unless you have their permission.</i> • <i>Do not include details of the outcome you want. You will be asked what outcome you want in a separate question.</i> <p><i>For appeals against ground A you should:</i></p> <ul style="list-style-type: none"> • <i>Outline your exceptional circumstances and how they have impacted you in the assessments you are appealing.</i> • <i>Explain the chronology of your circumstances and include any key dates.</i> • <i>You will then need to explain whether you informed the University at the time by following the Exceptional Circumstances Policy but were unable to evidence your circumstances, or the reason you <u>could not</u> have reported your circumstances at the time because the cause of the ECs was not known at that time. [Appeals will not be upheld if the circumstances could have reasonably been made known to the University at the time.]</i> |
| <p>Please outline what evidence you are collecting and when you expect to be able to submit it.</p> | <p><i>You will only be asked this question if you are not submitting all supporting evidence at the time of submitting the form.</i></p> <p><i>Here you can outline the evidence you plan to submit that supports your reason for appealing, as detailed in the previous question.</i></p> |

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| <p>What would you wish the outcome of your appeal to be?</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 decision maker.</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, an assessment mark cannot simply be increased. Instead, you are more likely to be offered an additional attempt.</i></p> <p><i>It should also be noted that graduating students will only be eligible for an upgrade to a higher classification if they meet the criteria stated in Section F3 of the Academic Regulations for Taught Programmes.</i></p> <p><i>Finally, please note that all summer re-assessments have to be submitted and marked before the end of August.</i></p> <p><i>Therefore, no continuing students will be offered further attempts at assignments (to be completed in the summer) after 1 August.</i> After this date, all students with incomplete academic profiles will have to complete further attempts as part of the Trail Credit framework or as repeat study in 2025/26.</p> |
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