UNIVERSITY OF WARWICK

APPEALS PROCEDURES FOR POSTGRADUATE AND POST-EXPERIENCE COURSES

Purpose of this Form

This form is intended to help students who are considering making an appeal against the decision of the examiners to set out the grounds of their appeal clearly, and according to the terms of the University’s Regulations on Appeals.

Circumstances in which you may appeal

Taught Postgraduate Courses

You should read University Regulation 37 (section 5) - Governing Taught Postgraduate Courses - before completing this form. This is available in the University Calendar at http://go.warwick.ac.uk/calendar/section2/regulationsnewtoc.

You may appeal if you have been awarded a degree other than that for which you were originally registered, if no award has been made and you are required to withdraw, or if you are required to transfer to a different course. You may only appeal on the grounds specified in University Regulation 37.5(2).

You may not appeal against marks awarded for individual pieces of work. You may not appeal if you have been awarded a Master’s degree but have not been awarded a distinction.

Research Postgraduate Courses

You should read University Regulation 38 (section 9) - Governing Research Postgraduate Courses - before completing this form. This is available in the University Calendar at http://go.warwick.ac.uk/calendar/section2/regulationsnewtoc.

You may appeal if you have been awarded a lower degree than that for which you were originally registered, if no award has been made, or if, following upgrade, a department decides that you may only continue your registration for the degree of MPhil. You may only appeal on the grounds specified in University Regulation 38.9(2) and 38.9(4).

General

If you wish to appeal against the decision of the examiners for your course, you should complete this form. You should also attach relevant supporting evidence, such as a medical note or a letter from your employer. You should not attach any other information.

Only appeals submitted on this form will be considered.
**Guidance for students wishing to appeal**

If you decide to appeal, you may wish to seek advice on the Regulations and on completing this form from either the Senior Tutor, the Students' Union Education Officer or the Students' Union Advice Centre. If you have any questions about procedures for appeals, please contact the Graduate School Office.

University Senior Tutor:  
http://go.warwick.ac.uk/seniortutor

Students’ Union Advice Centre:  
http://www.warwicksu.com/advice/

Graduate School Office:  
graduateschool@warwick.ac.uk

**Procedures for appeal**

You should send your form to the Graduate School Office. Your case will then be forwarded to your department for its response. You will then be sent the department’s response for comment. Your appeal will then be considered by a Preliminary Review Panel of senior academic staff independent of your department, as set out in Regulation 37 (Taught) or Regulation 38 (Research).

**Timescale for appeals**

The University aims to deal with appeals as quickly as possible. Consideration of appeals typically takes about three months but you should note that it may take more time before your appeal is resolved.

Dates of meetings of the Graduate Appeals Committee are given in the University’s Committee Timetable (see http://www2.warwick.ac.uk/services/gov/atoz/timetable).

**Grounds for appeal**

Appeals will only be considered on the following grounds:

1. There is evidence of exceptional circumstances that affected the student’s performance which the student was unable to present in time for the meeting of the Board of Examiners. In this instance, the student is required to provide an explanation why the evidence was not available at the meeting of the Board of Examiners; or

2. There is evidence of procedural irregularity or unfair discrimination in the examination process; or

3. There is evidence of inadequacy of supervisory or other arrangements during the student’s enrolment at the University. In this instance, the student is required to explain why a complaint was not made at an earlier stage.

Please complete the form below to indicate the grounds on which your appeal is based.
1. There is evidence of exceptional circumstances that affected the student’s performance which the student was unable to present in time for the meeting of the Board of Examiners. In this instance, the student is required to provide an explanation why the evidence was not available at the meeting of the Board of Examiners.

Please give full details of the circumstances relevant to the ground(s) of the appeal. Make sure you give dates, and full details of all assessments affected. If you have any medical or any other supporting evidence, this should be attached.

If you appeal is based on circumstances which were not known to the Board of Examiners at the time of their meeting, please explain why you had not informed your department.

2. There is evidence of procedural irregularity or unfair discrimination in the examination process.

Please explain why you believe that there were procedural irregularities or unfair discrimination in the conduct of the examination and attach any supporting evidence.
3. **There is evidence of inadequacy of supervisory or other arrangements during the student’s enrolment at the University. In this instance, the student is required to explain why a complaint was not made at an earlier stage.**

Please explain why you believe that arrangements during your course have been inadequate and why you did not raise this issue at an earlier stage.

Signature......................................................  Date......................................................

Please send your signed, completed form to:

**Laura Larard**  
Administrative Officer (Graduate School)  
Graduate School Office  
Senate House  
University of Warwick  
Coventry  
CV4 7AL

Email: pgappeals@warwick.ac.uk  
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