

****IMPORTANT NOTE****

APPEALS AGAINST EXAMINERS' RECOMMENDATION OF AWARD

Background

Any appeal received by the School, must 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. Refer to the [Hub site](#) for a more detailed process.

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 Office** will:

- (a) record all appeals and their outcomes on the HW Appeals Office internal log;
- (b) update the appeals hold on SAS accordingly (both with the initial appeal and following the outcome of the appeal); and,
- (c) ensure that both Registry and Academic Support (RAS) colleagues, and applicable Schools, are given regular updates on such appeals submitted.

Informing Student Records and Awards Team

The HW Appeals Office will inform the Student Records and Awards (SRA, ras-sra@hw.ac.uk) team **of all** student appeals against the examiners' recommendation of award by Schools.

Important Notes:

1. 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 SRA.
2. School/SRA administrative staff are responsible for actioning the outcome of the appeal where necessary i.e. to remove graduation information in Banner, to update graduation dates, etc.

Registry and Academic Support Directorate