

Your Guide to Understanding Academic Procedures

Updates to August 2017 edition

Page 7: Appeals

From 2nd October 2017 the University introduced a unified appeals regulation – Regulation 42.

This consolidated all of the information for academic appeals into one regulation, where previously the information had been found in the relevant regulation governing each qualification.

The basis of appeals has not changed for any of the qualifications, but the following changes have been made:

- The time limit for making an appeal is now **10 University Working Days** for all academic appeals.
- There is now a defined list of people who can attend an Appeal with you:
 - student friend
 - or
 - a representative of the office of the Dean of Students,
 - or
 - representative of Warwick Students' Union.
 - or
 - If the appellant is under 18 years of age, they may be accompanied by a parent or guardian
- A further opportunity for the rejection of an appeal has been introduced: **Request for Review**.
- **Completion of Procedures** letter – you need this letter once you have completed all of the University procedures and are still dissatisfied with the outcome of your appeal, and want to take your case to the OIA (Office of the Independent Arbitrator).
 - How to get a Completion of Procedures letter:
 - If you Request a Review but are not successful in that review Teaching Quality will issue a Completion of Procedures letter.
 - If you are not satisfied with the outcome of your appeal and do not have a basis to proceed to the Request a Review stage, you can request a Completion of Procedures letter by writing to academicappeals@warwick.ac.uk,

For further information see Regulation 42, which can be found at:

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

Places to get support: Personal Tutor, Supervisor, Departmental Senior Tutor/ appropriate person in your Department, Faculty Senior Tutor, Dean of Students or SU Advice Centre.