

## **Procedure for Student Appeals on Academic Matters**

Students can appeal against decisions made by an academic body and against a penalty imposed because of an academic offence, within three (3) working days of the publication of the results.

A student may appeal in writing to the Registrar & Secretary to have the examination scripts of one or more modules reviewed provided that the appeal reaches the Registrar and Secretary within three (3) working days from the date of release of the official results by the University Examinations Board. The appeal shall state clearly the script for which a review is sought and the reason(s) for the appeal. The result of such appeals shall be reported immediately to the University Examinations Board whose decision shall be final.

A student may also appeal in writing to the Registrar & Secretary in the capacity as Secretary to Senate, to have the classification of his award (Degree) reviewed, provided that the appeal is received by the Registrar and Secretary within three (3) working days of the release of the provisional graduation list. The appeal shall state clearly the award for which a review is sought and the reason(s) for the appeal.

In all cases the appeal can only be on the following grounds:

1. There was an error in calculating or recording marks;
2. There was a significant irregularity in the way that the relevant procedures and processes were followed, which resulted in the student being disadvantaged;
3. Circumstances, which affected the student's performance, and were known at the time of the decision, were not fully considered;
4. Evidence is made available after the decision has been made, which shows that the student's performance was significantly affected, and that the circumstances are of a serious nature. In this case the student will have to give substantial reasons why the evidence was not provided at the appropriate time.

## **Appeals Procedure**

To make an appeal the student should complete the Academic Matters Appeal Form and submit it to the Registrar and Secretary stating their case. A non-refundable fee of B\$50.00 shall be charged for each appeal. In the case where the review of more than one module is sought, then a non-refundable B\$50.00 fee shall be charged for each module. The fee shall be payable in advance and shall accompany the appeal.

In their statement, students should give the following information:

1. The grade/decision/issue being appealed, including relevant dates and events or conduct that occurred;
2. The grounds on which they are making their appeal, which should be one of items 1-4 above;
3. The evidence to support their appeal;
4. Based on the evidence, the reasons why the appeal should be considered;
5. The desired outcome of the appeal.



## Academic Matters Appeal Form

<b>Student's Particulars</b>			
Student ID:		Identity Card No:	
Student Name:		Contact No:	
Programme:		Semester:	
School/Faculty:			
<b>Academic Matter to be appealed</b>			
<input type="radio"/>	1. Result of examination Code and name of module to be reviewed: .....		
<input type="radio"/>	2. Classification of Degree		
<input type="radio"/>	3. Others (please specify) .....		

**Notes:**

You must read and understand the "Procedure for Student Appeals on Academic Matters" before submitting an appeal.

For all appeals, attach an appeal statement (no more than 500 words) to justify the cause of the appeal. The statement should include the following:

- The grade/decision/issue being appealed, including relevant dates (such as date of results being published) and events or conduct that occurred
- Full details of the grounds on which the appeal is being made
- The desired outcome of the appeal

A non-refundable fee of B\$50.00 shall be charged for each appeal. In the case where the review of more than one module is sought, then a non-refundable B\$50.00 fee shall be charged for each module.

**Copy of payment receipt must be attached with this form as well as all copies of relevant documents.**

**One form is valid for appeal of one module only.**

**Deadline:** *Students must start the appeal process **within three (3) working days** upon the publication of the result or decision. Late requests will not be entertained.*

Signature:		Date:	
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