

Appeal Policy & Procedure

Overview

Students may apply for appeal against the decision of an Examination Board.

Policy & Procedure

Students are to fill up the appeal form which can get from the registration desk.

The academic appeals procedure is as follows:

1. The appeal procedures for academic results and awards shall be communicated to students via the handbook and during orientation.
2. Any appeal shall be made in writing using the 'Academic Appeal Form'. The completed form and supporting documents must be received by the School within 7 working days from the release of the results.
3. Appeals shall only be considered based on irregularities in the conduct of the examinations or in the written instructions, where there is a prima facie case that such irregularities or instructions could have had an adverse impact on the student's performance.
4. Appeals which question the academic judgment of examiners shall not be entertained.
5. The Appeal Committee shall have the discretion to admit or reject any subject and/or additional material that does not relate directly to the written appeal.
6. The Appeal Committee shall base its decision on the evidence of the student's written submission and the testimony of the staff concerned, together with any further evidence which it considers relevant.
7. All decisions by the Appeals Committee, once endorsed by the Examination Board, shall be final.
8. The composition and terms of reference of the Appeals Committee shall be set by the Examination Board.
9. The student will be notified of the outcome of the appeal within:
 - 4 weeks from the date of appeal for internal courses.
 - 8 weeks from the date of appeal for external courses.

