

**A Separate form should be filled for each course to be considered**

**Academic Queries/Appeals Form**

This form should be completed for a single subject and in **BLOCK LETTERS** and should be returned to the Vice-Chancellor **through the Academic Office at Bunda/City Campus** together with proof of payment of **MWK5,000.00 appeal for remark fee per subject** and any relevant attachments to support your claim for grade adjustment/correction like continuous assessment scripts i.e. assignments, tests and group report**.**

**An appeal is a request from a student that a decision of Senate on his assessment of grades should be reviewed because it is believed that an injustice has occurred**

**For Official Use**

**Serial:** 1920/\_\_\_\_\_\_\_\_

**Receipt #:** \_\_\_\_\_\_\_\_\_

**THE DEADLINE FOR SUBMITTING ALL-ACADEMIC APPEALS/QUERIES FOR SEMESTER I OF THE 2019/2020 ACADEMIC YEAR IS FRIDAY 5th MARCH 2020. LATE SUBMISSION SHALL NOT BE ENTERTAINED.**

1. **Points to note**
2. This form should **only** be completed to request consideration of your assessment grade in a course by the Examiner/Academic Appeals Committee. **A separate form should be completed and separate fee paid for each course being appealed/queried.**
3. Guidance on how to complete this form should be sought from the Academic Office at Bunda/City Campus.
4. **The Academic Office shall only issue formal communication on the outcome of this appeal request/academic query in writing indicating the new academic status of the student following the appeal/query.**
5. **Personal Details -** *to be completed by the student*

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| --- | --- | --- |
| **Full Name:** | **Reg No.:** | |
| **Programme of study:** | **Campus:** | **Year:** |
| **Contact Address:**  **Email Address: Cell: Tel:** | | |

1. **Appeal details -** *to be completed by the student*

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| **Nature of request**  (tick appropriate one) | Request for a remark **(FEE -MWK5,000.00**) | Correction of an error in uploaded grade **(free)** | Request to upload a  missing grade **(free)** |
| **Course**  **Code:** | **Course**  **Name:** | | |
| Provide reasons to justify your request *(continue on an additional sheet if necessary or includee copies of relevant documents to support your appeal):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**Declaration:** I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that the information given in this form is true and that I would be willing to answer further questions if it is necessary.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approvals on Appeal/Query request –** *the forward path from Vice-Chancellor (through the Academic Office) to Dean to Head of Department to Examiner/Independent Marker*

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| **Academic Registrar**  Recorded in the system and forwarded to the Dean of Faculty where the course belongs for Processing | **Dean of Faculty**  Approved/Not Approved for the concerned department to proceed with the appeal/query resolution process | **Head of Department**  Approved/Not Approved for his department to proceed with the appeal/query resolution process |
|  |  |  |
| **Date:** | **Date:** | **Date:** |
| **Signature:** | **Signature:** | **Signature:** |

1. **Appeal/Query feedback –** *to be completed by the Independent Marker/Examiner*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Code** | **Course Name** | **Old Raw Grade** | | | **Raw Grade after Appeal** | | |
| **CW**  **(40)** | **Exam (60)** | **Total (100)** | **CW**  **(40)** | **Exam (60)** | **Total (100)** |
|  |  |  |  |  |  |  |  |

**Comment by Independent Marker/Examiner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approvals on Appeal/Query feedback – the** *backward path from Examiner/Independent Marker to Head of Department to Dean to Vice-Chancellor through the Academic Office*

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| **Approval by Head of Department as recommended in Section E above** | **Final approval by the Dean of Faculty and confirmation of grade upload into the system as recommended in Section E above** | **Final Approval by the Vice-Chancellor on behalf of the Senate to be made on system generated report for the appealed course as recommended in Section E above** | **Academic Registrar**  **confirmation of upload into the system and feedback to the student on the outcome of their request** |
| **Date** | **Date** | **Date** |
| **Signature** | **Signature** | **Signature** |