



1. Preamble

Any student who has evidence or believes that evidence exists to show that a module or programme grade was assigned or similar evaluation was made as a result of prejudice, caprice or other improper conditions, such as administrative or computational error, may appeal against the said grade/evaluation to the Registrar. An appeal may only be lodged by a student of the University; it may not be lodged by a representative or by a parent.

2. Timing of Appeals

An appeal must be made not later than 14 successive days following the official publication of results.

3. Basis of Appeal

An appeal must be made on the prescribed form giving clearly the grounds for appeal together with any supporting evidence. The burden of proof is on the student.

Appeal on academic grounds against coursework marks/grades, except for modules assessed by 100% coursework, shall not be entertained.

4. Membership of the Academic Appeal Committee

This Committee is School-based and comprises the following members: An independent Chairperson and 2 academic staffs of the School appointed by the Registrar who are in no way connected with the matter. The Registrar will act as secretary of the Appeal Committee.

5. Steps in the Process of an Academic Appeal

- (i) The appellant shall forward the prescribed appeal form duly filled to the Registrar who will then notify the Head of School

An appeal fee of Rs. 3000/- per module in the form of an office cheque must be enclosed. If the appeal for a particular module is successful, the appeal fee for that module will be refunded.

- (ii) The student will be notified of the date, time and place of the meeting and invited to attend the meeting.

In case of Hearing

- (iii) The student may have an advisor and or a student representative present during the meeting, who may advise the student but not speak for the student during the meeting.
- (iv) If the student wishes to have legal counsel present at the meeting, the name and address of such legal counsel shall be provided at the time of filing the appeal.
- (v) The procedures regarding recheck of marks and grades, re-correction of papers etc by an independent party will be determined by the School. A report to this effect must be submitted to the Appeal Committee.
- (vi) The Chair of the Appeal Committee may also call the academic staff who recommended the grade under appeal and, if need be, anyone else, including external assessors, with expertise relevant to the appeal.
- (vii) Where a member of the Appeal Committee is challenged by the appellant student on grounds such as conflict of interest, bias or malice, the remaining members of the Committee shall consider the merits of the challenge and determine whether or not the member is disqualified from hearing the appeal. If the Chair of the Committee is unable to sit for any reason, including disqualification, the Committee will elect an Acting Chair.
- (viii) The recommendation of the Appeal Committee will be reported to the Academic Council for approval. Decision of the Academic Council shall be final.
- (ix) The Registrar will then inform the student of the decision of the University.

6. Outcomes of Appeal

- (i) **An appeal shall be considered successful if there is an improvement in the grade for the module or programme being appealed.**
- (ii) **The mark initially assigned for the module being appealed cannot be downgraded.**