



ACADEMIC MANAGEMENT DIVISION

Form No. : QIU/UG/10
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Page (s) : 2

ACADEMIC APPEAL FORM

Instruction to students:

- 1. This form should be used by students to submit an appeal for their marks or Final Examination grade (coursework marks cannot be appealed)
2. Student may appeal their grade only within the time given by the Examination Committee
3. Pay a processing charge of 5000 IQR per course appeal. Payment can be made by cash at the Bursary Office.

Full Name : [grid of boxes for name entry]

ISID : [grid of boxes] Matric NO [grid of boxes]

Programme \* : [grid of boxes] see note at the end of this form

Department : \_\_\_\_\_

Faculty : \_\_\_\_\_

Session : [grid of boxes] e.g.: 20182019 Semester : [grid of boxes]

Course to Appeal: \_\_\_\_\_

Course Code : [grid of boxes]

Details of Appeal (Please provide details of your appeal in the space below, you can use back of the paper for further detail)

[Three horizontal lines for providing details of the appeal]

By signing below, I understand that this appeal may result in review of any or all aspects of my Performance in the course.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For Accounting Office)
Processing fees (5000IQR) received : [checkbox] Yes [checkbox] No
Comment : \_\_\_\_\_
Name : \_\_\_\_\_ Stamp : \_\_\_\_\_
Signature & Date : \_\_\_\_\_

| <b>(For Examination Committee)</b>  |       |
|---|-------|
| APPEAL DECISION : <input type="checkbox"/> Marks No Change <input type="checkbox"/> Accepted : <input type="checkbox"/> New Marks : _____ |       |
| Head of Exam Committee Approval : _____<br>(signature)  | Stamp |
| Name : _____ Date : _____   |       |

| <b>(For Academic Division)</b> |         |
|--------------------------------|---------|
| Checked and updated by : _____ | Stamp : |
| Signature & Date : _____       |         |

Note: Please refer the following code for student's programme

| Code  | Program  |
|-------|--|
| HS241 | BACHELOR OF HEALTH SCIENCE (MEDICAL LABORATORY TECHNOLOGY)   |
| HS242 | BACHELOR OF HEALTH SCIENCE (MEDICAL IMAGING)                 |
| HA246 | BACHELOR OF HEALTH SCIENCE (OPTOMETRY)                       |
| PH240 | BACHELOR OF PHARMACY (PHARMACY)                              |
| DS240 | BACHELOR OF DENTISTRY (DENTAL SURGERY)                       |
| SEBB  | BACHELOR OF BIOMEDICAL ENGINEERING                           |
| SCSR  | BACHELOR OF COMPUTER SCIENCE (COMPUTER NETWORK AND SECURITY) |
| SCSJ  | BACHELOR OF COMPUTER SCIENCE (SOFTWARE ENGINEERING)          |
| CS240 | BACHELOR OF (INFORMATION TECHNOLOGY)                         |
| BA276 | BACHELOR OF INTERNATIONAL BUSINESS                           |
| SHAR  | BACHELOR OF SCIENCE (HUMAN RESOURCE DEVELOPMENT)             |
| SBSD  | BACHELOR OF MANAGEMENT (TECHNOLOGY)                          |