

RELEASE OF GRADES AND ACADEMIC APPEAL DEADLINE

Dear Student,

This is to inform you that grades for semester 1 academic year 2025-2026 examination period have been released and are now available for viewing on MyPortal.

Academic Appeal Deadline: February 6, 2026

Students who wish to query or appeal their grades must do so **no later than February 6, 2026**. Appeals submitted after this deadline will not be accepted.

HOW TO SUBMIT AN ACADEMIC APPEAL

You may submit your academic appeal using **either** of the following options:

OPTION A: Direct Submission via UGMS Ex Portal

1. Log on to the UGMS Ex portal by clicking <https://ugmsportal.utt.edu.tt/>
2. Once logged in, click "**Student Portal**" from the menu on the left
3. Click "**Student Grade Appeal**"
4. Complete the respective digital form

IMPORTANT REQUIREMENTS:

- You **MUST** be physically on a UTT campus
- You **MUST** be logged on to the **student WiFi network**

OPTION B: Email Submission

Send an email to exams.unit@utt.edu.tt with the following information:

- Full Name
- Student ID Number
- Course Code
- Course Title
- Reason for Querying Grade

Your information will be uploaded to the UGMS Ex portal on your behalf, and you will be updated accordingly. Queries cost \$50 per query.

IMPORTANT: Please use your **UTT student email address** when sending this email.

Should you require any assistance or have questions regarding the appeal process, please contact the Examinations Unit at exams.unit@utt.edu.tt.

Deadline Reminder: February 6, 2026

Query Cost: \$50