

NOTICE TO ALL STUDENTS

SUBMISSIONS OF ACADEMIC APPEAL

Semester 1 2022/2023

Students are advised that **Submissions of Academic Appeal** for grades received for **Semester 1 2022/2023** can now be made **via their student portal only**.

Please see the guidelines for submitting your academic appeal:

- ❖ All formal grade appeal request should be completed by doing the following:
 1. Log on to the UTT student portal site: <https://myportal.utt.edu.tt>
 2. Click on the Student Request Tab
 3. Click on the 'Academic Appeal Request' link
 4. Follow the instructions to complete and submit the request
- ❖ According to the **2022/2023** Academic Calendar the deadline for submitting Academic Appeals for **Semester 1 2022/2023** is **Tuesday 31st January, 2023**
- ❖ Students are required to pay a fee of **\$50.00** for each "Arithmetical Mark Check" appeal before the request can be processed. This fee will be refunded to you should the appeal be revised in your favour.

Please note also the following regulations from the **Assessment Regulations for Taught Programmes 2020 - 2023**:

S9.8: "A student who wishes to lodge a formal appeal must submit the completed Student Academic Appeal Form, together with any supporting evidence to the Examinations Unit" (**via your student portal only**) and "should be made within ten (10) working days of receiving official notification of results."

S9.10: "No appeal shall lie against the academic judgements of lecturing staff or of Assessment Committees."

S9.15: "A student can request an arithmetical mark check if it is believed that there has been an administrative error when the marks were being recorded. Students are advised that, in the event of

any form of administrative error being discovered, it must be corrected, whether it results in the mark/grade in question being adjusted upwards or downwards.”