

NOTICE TO STUDENTS
SUBMISSION OF ACADEMIC APPEAL
Semester 2 – 2019/2020

- Please be advised that according to the 2019/2020 Academic Calendar, the deadline for Academic Appeal for **Semester 2 2019/2020 is July 10, 2020**. Students are reminded that as per the **Assessment Regulations for Taught Programmes 2018/2019**, Clause 9.10 “No appeal shall lie against the academic judgements of lecturing staff or of Assessment Committees.”
- Clause 9.15 states: “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.**”
- All formal grade appeal request should be completed by doing the following:
 1. Logon to the myportal site
 2. Click on the Student Request Tab
 3. Click on the ‘Grade Appeal Request’ link
 4. Follow the instructions to complete and submit the request
- Please note that you 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.
- For further information regarding Academic Appeals, students are advised to review Section 9.0 Academic Appeals of the **Assessment Regulations for Taught Programmes 2018/2019**.

Please be guided accordingly



Manager, Examinations Unit