

Papua New Guinea University of Technology

Student Academic Appeals Requirement Processing

The following are your Academic Appeal guideline to enable well considered appeal against academic marking resulting in you attaining a **FAIL** grade. This is not an appeal against a lower marked-outcome, and you seeking a better elevated mark/grade.

- 1.0 The Student makes an Appeal or Appeals for **at least two (2) FAILED subjects** not (3) three.
- 2.0 Filling in the Appeals Form **truthfully, NOT fabricated facts.**
- 3.0 Get verified confirmation of issues you may have/had throughout the Academic Semester.
 - 3.1 Seek counseling from the Students Services Department, the Student Counsellors, the Student Chaplin and/or others for any issues that may have hindered your academic performance and that may have contributed to you not doing well in your final examinations.
 - 3.2 Seek medical advice and/or examination for any medical condition(s) you may have that may have hindered your academic performance and that may have contributed to you not doing well in your final examinations.
 - 3.3 Make sure you have a proper documented letter to the items in 3.1 and/or 3.3 to accompany/ attached to you appeal concern.
- 4.0 Submit your Appeal Application to the Head of School's Office where your appeal(s) will be given the needed attention by the subject lecture, the School Examination Committee for a thorough review on your appeal(s), giving a conscious recommendation and signed by both the subject lecturer and the Chief Examiner (the Head of School).
 - 4.1 This is then sent to Student Affairs - the Deputy Register Academic's Office – the Secretariat of the University Academic Board for compilation ready for the Academic Board Appeals Committee.
- 5.0 The Academic Appeals Committee convenes a meeting to screen all student appeals before the Academic Semester starts.
- 6.0 All appeals are presented and endorsed by the Academic Board Academic Appeal Committee to the Academic Board for verification and final approval.
 - 6.1 There will be not late appeals after the given appeals timeframe.
 - 6.2 There will be not re-appeals

The Student Academic Appeal Flow Chart

