



University of Zambia

FORM FOR LODGING AN ACADEMIC APPEAL**SECTION 1. STUDENT DETAILS**

Surname:	Enter text	Other name(s):	Enter text
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Computer number:	Enter text
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School:	Enter text	Department:	Enter text
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Academic decision you are appealing for:

- Change of grade ☐
- Resolution of missing results ☐
- Change of comment ☐

Level of study:

- Certificate ☐
- Diploma ☐
- Bachelor's Degree ☐
- Taught Master's Degree ☐
- Research Master's Degree ☐
- Doctorate Degree ☐

Mode of study:

- Full-time ☐
- Part-time ☐
- Distance Learning ☐

Course Code:	Enter text.	Course start date (mm/yy):	Enter text
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Current year of study (e.g. 1st, 2nd):	Enter text
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Contact details for correspondence relating to your appeal (communication will be by email):

Email address:	Enter text
Postal address:	Enter text
	Enter text
	Enter text
Telephone:	Enter text

SECTION 2. GROUNDS FOR APPEAL

You may only appeal on the following grounds [*click the relevant box(es)*]:

A. New Evidence of Significant Mitigating Circumstances ☐

There were circumstances materially affecting your performance, for which supporting evidence exists, which may have not been known to the Board of Examiners or other academic body at the time its decision was taken and which it was not reasonably practicable for you to make known beforehand. Please note that if you select this box, you should complete all boxes in **Section 3A**.

B. Evidence of Procedural Irregularities ☐

There appears to you to be evidence of procedural irregularities in the conduct of the examination or assessment procedures of such a nature as to create a reasonable possibility that the result may have been different if the procedural irregularities had not occurred. Please note that if you select this box, you should complete **Section 3B**.

Note: An appeal that questions the academic or professional judgement of those responsible for assessing a students' academic performance or professional competence is **not permitted**.

SECTION 3. DETAILS OF THE APPEAL

Use the relevant box(es) below to **explain in full** the grounds on which your appeal is based:

- (i) Describe in detail the circumstances you wish to raise;
- (ii) Identify the specific examinations/assessments affected and explain **how** they were affected;
- (iii) Be specific about the dates of the circumstances upon which your claim is based;
- (iv) Include documentary evidence to support your claim, where appropriate. Failure to do so may result in your appeal not being considered.

Note: the boxes will expand to accommodate your text.

3A New Evidence of Significant Mitigating Circumstances (complete all boxes in this section)

Only complete this section if you have genuine new evidence. If you submitted evidence before the meeting of the Board of Examiners but believe it has not been adequately taken into account, this is a potential procedural irregularity and you should complete box 3B.

(i) **Detailed description of your claim**

Enter text

(ii) **Relevant third party evidence to support your appeal**

List the documents you are submitting with this form (e.g. medical certificate, death certificate, etc). Documentary evidence should be scanned and submitted electronically wherever possible. Please note that:

- (a) Medical evidence must be from the University of Zambia Medical Officer
- (b) Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
- (c) The evidence should be dated.

Enter text

(iii) **Explanation of why it was not possible to inform your department about these circumstances before the Board of Examiners met and evidence to substantiate your claim.** If there is no clear evidence for this, your appeal may be rejected.

Enter text

3B Evidence of Procedural Irregularity

A ‘procedural irregularity’ means that the examining and assessment process was not conducted according to the University’s approved procedures. Examples might include errors in an examination question paper, or with the administration of an examination, or a failure to calculate the marks correctly, or to consider any mitigating circumstances submitted by you before the due date.

Detailed description of your claim

Enter text

Detailed description of your claim and substantiating evidence

Enter text

SECTION 4. CHECKLIST

All appeals: Click box to select

☐

I have read and understood the ‘[Academic Appeals: Guidelines for Students](#)’

☐

I have provided on/with this form **all** the information that I wish the Panel to consider in relation to my appeal

Additionally for appeals on the grounds of mitigating circumstances (appeal ground A): Click box to select

- ☐ I have explained and provided evidence, where appropriate, of why it was not possible to inform my department earlier about the circumstances I have described (i.e. why I missed its deadline for the submission of mitigating circumstances claims).
- ☐ I have enclosed appropriate third party documentary evidence to substantiate my claim of mitigating circumstances. *Note.* Documentary evidence should be submitted electronically wherever possible.

SECTION 5. DECLARATION

By submitting this form: I declare that the above information is accurate and true; I confirm that the details of this appeal are complete and can be passed on to the relevant University staff considering my appeal; I confirm that I have included relevant third party documentary evidence to support my case (where applicable).

SECTION 6. SUBMISSION OF THE APPEAL FORM

Submit the completed appeal form and supporting evidence to the email address given below to be received **before** the expiry of the appeal submission deadline. Appeals should be submitted electronically wherever possible.

Date of submission:

Enter text

Submit the appeal by email to: dean-xxx@unza.zm (please obtain correct email address)

SECTION 7: RESOLUTION OF THE APPEAL

A. DISPATCH TO THE APPROPRIATE DEPARTMENT AND RESULTS OF DEPARTMENTAL CONSULTATIONS

To the Head of the Department of :

Date of Dispatch to Head:

Head of Department's Comments on Consultations (Please enter details):

B. DEAN MAKES REQUIRED CHANGES TO STUDENT'S ACADEMIC RECORD, IF ANY, AND NOTIFIES THE VICE-CHANCELLOR AND STUDENT

Date of Receipt of Head's Comments:

Dean's comment:

C. VICE-CHANCELLOR'S NOTIFICATION

Date of Receipt of Dean's Comments and Request:

Changes to student's academic record authorised ☐

Changes to the student's academic record not authorised ☐