**ADMISSIONS APPEAL FORM**



**University of Zambia**

**FORM FOR LODGING AN ADMISSIONS APPEAL**

**SECTION 1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** | Enter text | **Other name(s):** | Enter text |

|  |  |
| --- | --- |
| **Application number:** | Enter text |

|  |  |
| --- | --- |
| **Programme:** | Enter text |

**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. ADMISSION DECISION YOU ARE APPEALING FOR**

Please double click in the box to select.

|  |  |
| --- | --- |
| 1. Rejection of the application on the basis of examination results:
 | [ ]  |
| 1. The decision to consider the application in an inappropriate programme of study:
 | [ ]  |
| 1. The contents of the offer letter:
 | [ ]  |

**SECTION 3. GROUNDS FOR THE APPEAL**

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

1. **New Evidence of Significant Mitigating Circumstances** [ ]

There is substantial new information which, for good reason, was not made available either on the original application or during the selection procedure, and where that new information is significant and directly relevant to the original decision. Please note that if you select this box, you should complete all boxes in **Section 3A**.

1. **Evidence of Procedural Irregularities** [ ]

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

**SECTION 4. DETAILS OF THE APPEAL**

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

1. Describe in detail the circumstances you wish to raise;
2. Identify the specific application and the programme applied for and explain what you expected as a decision;
3. Be specific about the dates of the circumstances upon which your claim is based;
4. 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 the same details (evidence) before the meeting of the ***Admissions and Quotas Committee*** but believe it has not been adequately taken into account, this is a potential procedural irregularity and you should complete box 3B.

1. **Detailed description of your claim**

|  |
| --- |
| Enter text |

1. **Relevant third party evidence to support your appeal**List the documents you are submitting with this form. Documentary evidence should be scanned and submitted electronically wherever possible. Please note that:
2. Evidence must be supplied in English. If the original is in another language, you must obtain and submit a **certified** copy in English.
3. The evidence should be dated.

|  |
| --- |
| Enter text |

1. **Explanation of why it was not possible to submit the documents in the original application 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 selection process was not conducted according to the University’s approved admissions procedures. Examples might include errors in computing points, selection being based on a programme not applied for, not being selected even when the cut-off points are met, errors in the computation of the points of other candidates resulting in them taking up places that they should not, or failure to consider any mitigating circumstances submitted by you before the due date for receipt of application.

**Detailed description of your claim and substantiating evidence**

|  |
| --- |
| Enter text |

**SECTION 5. CHECKLIST**

**All appeals:** Click box to select

|  |  |
| --- | --- |
| [ ]  | I have read and understood the [‘**Appeals Related To Admissions - Guidelines for Students**’](http://www2.le.ac.uk/offices/sas2/regulations/appeals-complaints/appeals) |
| [ ]  | I have provided on/with this form **all** the information that I wish to be 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 provide information earlier about the circumstances I have described (i.e. why I missed its deadline for the submission of mitigating circumstances).

[ ]  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 6. 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 this case; I confirm that I have included relevant third party documentary evidence to support my case (where applicable).***

**SECTION 7. 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:** **director.qa@unza.zm** **(please obtain correct email address)**

**SECTION 8: RESOLUTION OF THE APPEAL**

1. **DISPATCH TO THE APPROPRIATE SCHOOL FOR CONSULTATIONS**

|  |  |
| --- | --- |
| **To the Dean:** | Enter text |

|  |  |
| --- | --- |
| **Date of Dispatch to Date:** | Enter text |

1. **DEAN MAKES CONSULTATIONS RELATED TO THE ADMISSIONS APPEAL AND NOTIFIES THE ACADEIC OFFICE AND STUDENT**

**Dean’s comment:**

|  |
| --- |
| Enter text |

1. **ACADEMIC OFFICE NOTIFICATION**

|  |  |
| --- | --- |
| **Date of Receipt of Dean’s Comments and Request:** | Enter text |

|  |  |
| --- | --- |
| Changes to applicants’s admission status authorised  | [ ]  |
| Changes to the applicant’s admission status not authorised  | [ ]  |