
Document title: Academic Appeal Policy – January 2020

Document version number: V.1

Office/department responsible: Registry

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

Academic Appeal

Grounds of Appeal

- The grades awarded for any module/component.
- The overall outcome of a programme of study.
- The result of Academic Misconduct (Student can appeal against an SAMC decision within 5 working days from receiving the email with the decision, and to attach more evidence that supports her/his case.)
- The result of Deferred committee.
- Prejudice or bias in the conduct of the assessment, the Head of School or school Committee.
- Circumstances that have impaired the student's performance.

Academic Appeal Procedures

- Fill in an Academic Appeal form and attach the necessary evidence. (If there is a medical report attached as an evidence, it must be signed and approved from the TKH clinic) Student must obtain the evidence within maximum one week of return to study.
- Submit the Academic Appeal form with the attachments to the Registry office by the deadline.
- Registry to sign the received form and specify the date of its receipt.
- Registry to collect all Appeal forms, record them on a spreadsheet, categorizing the cases by the degree track and programme of study.
- Registry to attach any supporting documents / evidence (i.e. incident report, absence form) to the original Appeal forms for the committee meeting, and to seek any possible information that can help the appeals committee during the discussion of the case.
- Registry to send all forms to TKH Registrar to review and decide upon the accepted and the rejected cases.
- TKH Registrar to review all cases and decide which have presented a prima facie case and recommend it to be forwarded to the appeals committee.
- Registry to record all recommendations received from TKH Registrar.
- Registry to set a schedule for the Appeals committees and handle all the arrangements required for the Appeals Committees (i.e. reserve the committee venue, invite committee members and invite the concerned students).
- Registry representative to attend the Appeals committees to take the minutes and record the final decisions.

- Registry to email the students with their final decision (within 5 working days from the date of the committee), copying in the Head of School of the student's relevant school and any other concerned staff. If there is further action recommended, the outcome of that action is likely to take a little longer.
- Registry to apply the final decision on the SIS.
- The Academic Appeals Committee will be held after publishing the final grades of each semester, Appeals submitted after the published deadline will not be accepted.

Academic Appeals Committee Members

- 1- TKH Registrar (or nominee) as the Chair of the committee.
- 2- Two Academic Members.
- 3- Registry representative to attend the Appeals committees to take the minutes and record the final decisions.

Academic Appeals Decisions

The functions of the University Appeals Committee shall be either to

- Reject the appeal
- uphold the appeal and determine appropriate action within the regulations.
- The decision of the School Academic Appeals Committee shall be final.

Academic Appeals Form

Before completing this form, you should read the Notes for Guidance on Academic Appeals.

Student Information

Name:	ID:
School:	Programme:
Academic Year:	Degree Year:
TKH E-mail:	Cell Phone:

Module Code	Module Name	Assessment name

Appeal Case

Please give a brief explanation of your appeal case below. Attach any Supporting evidence.

Student Signature:	Date:
Registry Signature:	Date:

Origination Date: January 2020

Next Review Date: TBD

*****Disclaimer:** The Knowledge Hub Universities reviews its policies on regular basis, if and when required for work flow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		