

APPEALS

1. The Centre of Studies Committee of Appeals

- 1) The Centre of Studies Committee of Appeals deals with all appeals from students registered in the programmes offered by the said Centre of Studies subject to the provisions of these regulations.
- 2) The Centre of Studies Committee of Appeals shall submit its recommendations to the Senate for endorsement.

2. Members of the Centre of Studies Committee of Appeals

- 1) Members of the Centre of Studies Committee of Appeals shall comprise of the following
 - a. the Dean;
 - b. the Deputy Dean in-charge of academic affairs;
 - c. the Deputy Dean in-charge of student affairs;
 - d. head of Unit or Department;
 - e. other academic staff members of the Centre of Studies under which the course is in dispute;
 - f. two members of the Academic staff of the University who are not the examiner or examiners of the course or any of the courses upon which the appeal is made;
 - g. any other member appointed by the Dean.
- 2) Notwithstanding sub-regulation (1), the Dean may invite any other persons to attend meetings of the Committee.

3. Chairman of the Centre of Studies Committee of Appeals

The Dean of the Centre of Studies shall be the Chairman of the Centre of Studies Committee of Appeals.

4. Secretary to the Centre of Studies Committee of Appeals

The Centre of Studies shall provide the Secretary and the Secretariat for each Centre of Studies Committee of Appeals.

5. Period to convene Meeting of Centre of Studies Committee of Appeals

The Committee of Appeals shall convene its meeting within two weeks from the end of the period of appeal.

6. Grounds of appeal

- 1) An appeal may be made on any of the following grounds
 - a. a student who claims to experience hardship physical or otherwise while sitting for an examination;
 - b. a student who has reasonable grounds to believe that he has been unjustly graded or there was an error in the marking of his answer script or computing of grades;
 - c. a terminated student who may have valid reasons for not registering for the courses;
 - d. a second, third or fourth level student who is dismissed on academic grounds but has valid medical or emergency reasons;
 - e. a student who may have sufficient reason to request for an extension of his leave of absence;
 - f. a student who may have sufficient and valid reason(s) to request for an extension of his study period.