

**MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

 

**For Official Use**

**Serial No.:** ……………….

**Receipt No.:……………. …………**\_\_\_\_\_\_\_\_

**Academic Queries and Appeals Form**

This form should be completed for a single module in **BLOCK LETTERS** and returned to the Vice-Chancellor **through the Assistant Registrar’s office** together with proof of payment of appeal fees **for remark fee per subject** and any other relevant attachments to support your claim for grade adjustment/correction**.**

**An appeal is a request from a student that a decision of Senate on his assessment of grades should be reviewed because it is suspected that a mistake might have occurred**

**THE DEADLINE FOR SUBMISSION OF ALL ACADEMIC APPEALS FOR CONSIDERATION IS TUESDAY 24th JUNE 2025. LATE SUBMISSIONS WILL BE REJECTED.**

1. **Points to note**
2. This form should **only** be completed to request consideration of your assessment grade in a course/module by the Examiner/Academic Appeals Committee. **A separate form should be completed, and a separate fee should be paid for each course/module being appealed/queried.**
3. Guidance on how to complete this form should be sought from the Assisstant Registrar’s Office.
4. **The Assistant Registrar’s Office shall issue formal communication on the outcome of this appeal request/academic query in writing, indicating the new academic status of the student following the appeal/query.**
5. **Send all quries to** aracademics@must.ac.mw. **Do not send email directly to Vice Chancellor’s email or any other email apart from this one.**
6. **Personal Details -** *To be completed by the appealing student*

|  |  |
| --- | --- |
| **Full Name:**  | **Reg No.:** |
| **Programme of study:**  | **Year of Study:** |
| **Contact Address:****Email Address: Cell: Tel:** |

1. **Appeal details -** *To be completed by the appealing student*

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| **Nature of request** (tick only one) | Request for a remark **(FEE - MWK5,000.00**) | Correction of an error in uploaded grade **(free)** | Request to upload a missing grade **(free)** |
| **Module****Code:** | **Module****Name:** |
| Provide reasons to justify your request *(continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declaration:** I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that the information given in this form is true and that I would be willing to answer further questions if it is necessary.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approvals on Appeal/Query request –** *The forward path from Vice-Chancellor (through the Deputy University Registrar’s Office) to School Director to Head of Department to Examiner/Independent Marker*

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| --- | --- | --- |
| **University Registrar**Recorded in the system and forwarded to the Director of the School where the course belongs for Processing | **School Director**Approved/Not Approved for the concerned department to proceed with the appeal/query resolution process | **Head of Department**Approved/Not Approved for his department to proceed with the appeal/query resolution process |
|  |  |  |
| **Date:** | **Date:** | **Date:** |
| **Signature:** | **Signature:** | **Signature:** |

1. **Appeal/Query feedback –** *To be completed by the Independent Marker/Examiner*

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Module Name** | **Old Raw Grade** | **Raw Grade after Appeal** |
| **CW****(40)** | **Exam (60)** | **Total (100)** | **CW****(40)** | **Exam (60)** | **Total (100)** |
|  |  |  |  |  |  |  |  |

**Comment by Independent Marker/Examiner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approvals on Appeal/Query feedback – the** *backward path from Examiner/Independent Marker to Head of Department to School Director to Vice-Chancellor through the Deputy University Registrar’s Office*

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| **Approval by the Head of the Department as recommended in Section E above** | **Final approval by the School Director and confirmation of grade upload into the system as recommended in Section E above** | **Final approval by the Vice-Chancellor on behalf of the Senate to be made on system-generated report for the appealed course as recommended in Section E above** | **Deputy University Registrar****confirmation of upload into the system and feedback to the student on the outcome of their request** |
| **Date** | **Date** | **Date** |
| **Signature** | **Signature** | **Signature** |