



**APPEAL FORM
(ACADEMIC MATTERS)**

Information to Student:

In the first instance, students are expected to forward the appeal within the relevant Faculty/Department.

If you are not satisfied with the outcome of your appeal, you should complete the attached form and return it to the President Office. The issue should be raised as early as possible to ensure the matter can be dealt accordingly.

All formal appeal should be made to the President Office within 5 working days after receiving the decision from the relevant faculty/department.

Student Details:

Name :	Student ID:
Faculty :	Programme
Handphone No:	Email Address:

- 1. Please briefly specify your appeal and Please state the decision/outcome made by the faculty/department (Please provide copies of all relevant documents involved)**

(Please continue on a separate sheet if necessary)

- 2. Please state your grounds of appeal**

(Please continue on a separate sheet if necessary)

3. Please specify the outcome that you anticipate and/or the resolutions for your complaint/appeal.

(Please continue on a separate sheet if necessary)

I declare that the information provided in this form is true and accurate as per circumstances surrounding my appeals. I have provided all relevant evidence to substantiate my appeal and I am aware that any false or inaccurate statements may result in disciplinary action being taken against me.

Student's Signature:	Date:
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For Office Use:

Date Received: _____

VPA / President's Remark /Decision:

The decision has been conveyed formally to the student on: _____

Officer-in-charge: _____

