

SOKOINE UNIVERSITY OF AGRICULTURE
MOROGORO
PROCEDURE FOR APPEALING AGAINST EXAMINATION
RESULTS

PREAMBLE

Under the General University Examination Regulation No. 20.1, a candidate is allowed to appeal against examination results within one academic unit from the date of publication of results. Much as it is the right of every candidate to appeal against examination results, the following procedure will be followed in logging appeals against examination results.

PROCEDURE

1. The appellant shall be provided with the Appeal form after paying the appeal fee of 20,000/= and shall be issued with a receipt. A Register to this effect shall be maintained by the Examination Officer who will insert the name of the candidate, the degree pursuing and the fees paid.
2. The appellant shall fill Part A of the form and must attach supporting documents. If supporting documents are not available at the material time, this must be stated, together with a date by which such document(s) shall be submitted to the Examination Officer. The date of submission shall not be more than two weeks after the submission of the appeal. If supporting documents are not submitted within this period, the appeal shall be dropped and the applicant shall not be refunded the appeal fee.
3. In addition to the above form, the appellant shall fill in three copies of an appeal submission form. The appellant shall retain a copy of the signed form, while the other copy shall be submitted to the SUASO Minister responsible for academic matters. The original appeal submission form shall be attached to the appeal.

4. The appellant shall submit the appeal and the submission form to his/her Academic Advisor. In case the Advisor is not on campus, the appeal shall be submitted to the Head of the department who in turn will transmit it to the relevant Dean of the Faculty.

From this stage, **the appeal shall be handled as confidential matter** and must be filled in and forwarded by the responsible officers at the shortest possible time period. The appellant is prohibited from carrying the appeal form from carrying the appeal form from one officer to another. Any appeal that shall seem to have been carried by the appellant or someone else on his/her behalf, or which shall have been exposed to the appellant after stage (A) shall be disqualified, and the responsible staff shall be punished according to existing Laws and Regulations.

In forwarding the appeal, the respective officers must attach copies of any relevant information that would seem necessary in the processing of the appeal.

5. The Advisor/Head shall insert his/her views and attach any relevant material and submit the form to the Head of department. In case the advisor is also the Head of Department, he/she shall also fill in the views of the Head of Department.
6. The Head of Department shall submit the application to the Dean of the Faculty, and the latter shall submit it to the Dean of Students (DOS). For appeals with medical reasons, the appeal shall thereafter be submitted to the Resident Medical Officer, and latter shall submit the appeal to the Examination Officer. For appeals without medical reasons, the DOS shall submit the appeal to the Examination Officer.
7. The Examination Officer shall submit the appeals to a Senate UGSC meeting that shall receive, consider and recommend accordingly to Senate, the supreme body of the University that is concerned with academic matters. All appeals that are discussed in the Senate UGSC and Senate shall be considered as confidential matters and shall therefore, be withdrawn after the meetings. The appeals shall however, be stored for two years.

CONFIDENTIAL



OFFICE OF THE DEPUTY VICE CHANCELLOR

APPEAL FORM AGAINST THE DECISION OF THE SENATE

Part A: (To be filled by the Appellant)

(1) PERSONAL PARTICULARS:

- (a) Name of the candidate.
- (b) Sex.
- (c) Registration No.
- (d) Examination No.
- (e) Degree Registration for.
- (f) Year Study (I, II, III, IV OR V).

(2) Appealing against: (tick)

(a) Discontinuation:

(b) Repeating a year of study:

(c) Supplementing.

(d) Others:

(3) Major reasons for the appeal (summary)

(a) Academic:

(b) Social:

(c) Medical:

(d) Others:

(4) **List of supporting documents attached (including copy of the appeal fee receipt).**

(a)

(5) **Declaration by the appellant:**

I declare that the information provided under section 1, 2, 3 and 4 is correct and true.

Signature..... Date.....

Part B: Views by the Academic Advisor plus any attachments

Part C: Views by the Head of Department plus any attachments

Part D: Views by the Dean of the Faculty plus any attachments

Part E: Views by the Dean of Students plus any attachments

Part F: Views by the Resident Medical Officer (if need be) plus any attachments:

APPEAL SUBMISSION FORM

* (To be filled by the candidate in triplicates)

a. Name of Candidate:.....b. Registration No.....

c. Examination No.:.....d. Degree Registration for

e. Year of Study (I, II, III, IV OR V):

f. Date of appeal submission...

g. Name and Signature or academic Advisor/Head of Department

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* One copy to be attached to the appeal second copy to go to Minister for Academics – SUASO third copy to be retained by the Appellant