

## Academic Appeal Policy

An academic appeal is a procedure through which a student can request a review of any decision concerning the course he/she is pursuing or the certificate issued. A student is eligible for an appeal only if he/she has valid grounds as per the appeal policy. Academic appeals may take into account claims of irregularities in the marking process for assessments. However, the decision taken by the Board of Academics in all matters related to academic judgements is considered final. There is no right of appeal against the academic judgment of the Board of Academics.

An appeal is not permitted solely based on disagreement with the academic judgment of the Board of Academics when determining the merits of a particular piece of work, determining a student's progress, or determining the ultimate level of an award based on the marks, grades, and other performance-related data.

The following cannot be grounds for appeal:

1. The student is not happy with the grade that is awarded.
2. The student would have, or should have, received a higher grade, in their opinion.

### **Appeal Procedure for Staff Members**

A formal warning or decision to dismiss an employee must be communicated in writing to the Human Resource Manager (formal notifications) no later than seven working days following the date of receipt of the written correspondence. The worker must specify in detail the reasons for the appeal and indicate whether they have legal representation.

### **Appeal Committee**

The management will appoint an Appeal Committee to hear the appeal, consisting of the Head of Academics and two senior members of staff. The Appeal Committee should have no conflict of interest in the appeal, and should be unbiased, and should have the appropriate qualifications and experience to evaluate the issues under investigation. The Academics Head will attend the meeting to take note of the appropriate points related to the appeal. The Appeal Committee will meet within 10 working days of its establishment to hear the appeal, or as soon as is convenient.

### **Administrative Appeal Policy**

The procedure for raising an appeal is as follows:

1. All appeals should be made in writing and mailed to [president@ebu.ac](mailto:president@ebu.ac) along with the relevant and supporting evidence. The Appeal Committee will send an acknowledgement mail within 10 working days of receiving the appeal.
2. The appeal should be made from the official registered mail ID of the appellant. The appeal will be considered following an oral hearing where the appellant will be able to give his/her statement to the Appeal Committee.
3. If the Appeal Committee wishes to ask any questions to the appellant or the witnesses, they may be asked to attend the appeal hearing.
4. After the appeal hearing, the Appeal Committee will consider the case's facts and decide whether to reject the appeal in its entirety or part or to proceed with it.
5. The decision of the Appeal Committee will be notified to the appellant clearly stating the reasons behind the Committee's decisions within 7 working days.
6. The Executive Director will receive a copy of the letter and document, and the Appeal Committee and the Executive Director will decide jointly how to handle the complaint.
7. The Appeal Committee might decide to make amends to the procedure mentioned above as and when deemed necessary.
8. The Appeal Committee's decision regarding the appeal is final and cannot be challenged.
9. However, under extraordinary circumstances, the Executive Director may review the appeal and take suitable action.



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