

Appeal to Academic Appeal Board

Frequently Asked Questions

1. Who can submit an appeal to Academic Appeal Board?

Students can submit an appeal to Academic Appeal Board only if

- a) They have received an outcome for the review of their course results.
- b) There is demonstrable evidence of an occurrence of procedural irregularity or unfair assessment within the examination process.

2. On what grounds can I submit an appeal to Academic Appeal Board?

Only two grounds are accepted for appeal to Academic Appeal Board:

- a) Procedural irregularity: There was demonstrable evidence of irregularities in the assessment process.
- b) Unfair assessment: There was demonstrable evidence of bias against the student. Review of administrative checks on marking is not a valid ground for appeal. You should not submit an appeal based on self-perceived assessment of your performance and/or expectation of your results.

3. What documents do I need to provide in my submission for appeal to Academic Appeal Board?

You are required to submit the following documents to Office of Academic Service (OAS) via email (exam@ntu.edu.sg):

- a) [Application for Appeal against Outcome of Review form](#)
- b) Consultation Form
- c) Supporting documents (if any)
- d) Payment receipt

4. Why is the consultation session with the School offering the course compulsory? Can I choose not to have the consultation session?

The consultation session is compulsory for the students to voice their concerns and doubts on the course results with the Course Coordinator and the School. At the same time, the session allows the Course Coordinator to address the students' concerns and doubts in addition to clarifying any misunderstanding or misconceptions.

5. Can I have the consultation over emails rather than face-to-face?

No. Other than the Course Coordinator, the consultation session will be attended by the offering School's representative from Associate Chair (Academic) office and administrator in-charge of the appeal cases. A face-to-face consultation would better allow students to voice their concerns and doubts on the course results with the Course Coordinator and the School, and for any clarifications to be made in a timely manner and more comprehensively.

6. Where can I download the Consultation Form?

As the Consultation Form is for the use of the offering School to record the consultation session, the form is only available to the School's administrators. The School will pass you the completed and signed form after the consultation session for your submission to OAS.

7. What if I do not have evidence to submit for my appeal to Academic Appeal Board?

Please note that submission of appeals without evidence will be considered as incomplete submission and will not be accepted.

8. When should I submit appeal to Academic Appeal Board?

Appeals to Academic Appeal Board can be submitted only after receipt of the outcome for the review of course results and within 3 weeks from the date of release of examination results. Appeals outside the stipulated submission period will not be accepted.

9. When will I be able to know the outcome of my appeal to Academic Appeal Board?

The appeals are reviewed on a case-by-case basis, hence, the lead time to review outcome varies. You may be requested to provide further information or clarification after the submission.

10. Will I be able to attend convocation if I am a graduating student and have submitted an appeal to Academic Appeal Board?

You may proceed to attend Convocation as scheduled. However, your degree certificate and official transcript would be withheld pending outcome from the Academic Appeal Board review.