

**GUIDELINES FOR RESEARCH PROGRAMME
(APPEAL AGAINST THESIS ASSESSMENT RESULT)
(P4-5.2016)**

1.0 APPEAL

- 1.1 A student is allowed to appeal against the thesis assessment result as specified in the Universiti Tun Hussein Onn Malaysia Postgraduate Academic Regulations.
- 1.2 An appeal against the thesis assessment result shall be considered based on the following basis:
 - 1.2.1 A reasonable condition that disrupts the student's achievement in which is unknown to the examiner during the evaluation.
 - 1.2.2 Evidence indicating conflicts in thesis assessment procedure, e.g. mistakes in grading or writing the evaluation report. This may cause concern and doubt that the result would be different if the mistakes do not occur.
 - 1.2.3 Evidence indicating unfairness or inaccurate assessment from one or more examiners.
- 1.3 A student is not allowed to contest against the declaration made by the Panel of Examiners related to academic values.
- 1.4 Complaints on inefficient supervision or administration before the final draft submission to the Centre for Graduate Studies cannot be accepted as the ground of appeal.
- 1.5 A student is allowed to appeal within fourteen (14) days after the thesis assessment result is released.
- 1.6 An appeal must be submitted in written to the Dean of Centre for Graduate Studies through the student's supervisor with the acknowledgement and endorsement from the Faculty Postgraduate Studies Committee (JKPSF).
- 1.7 JKPSF is to prepare a report containing justifications of the endorsed appeal.
- 1.8 The Postgraduate Studies Academic Committee (JAPS) is responsible in the interpretation and use of UTHM regulations to determine the status of the appeal.
- 1.9 A student is allowed to appeal just **once**.

2.0 APPEALS PROCEDURE

- 2.1 An Appeal Panel will be formed by the Centre for Graduate Studies in which the Chair for the Graduate Studies Committee (JKPS) or his representative will serve as the panel's chair.
- 2.2 The Appeal Panel will be appointed among:
 - 2.2.1 at least two (2) experienced members in examining research mode students.
 - 2.2.2 academic staff who have experience in supervising research mode students and have no prior involvement in any appeal cases.

- 2.2.3 academic staff who are not members of JAPS. They are proposed by JAPS and appointed by the Dean of Centre for Graduate Studies on behalf of UTHM.
- 2.3 “Prior involvement” is defined as has supervised, advised, guided students or discussed students’ research with the supervisor.
- 2.4 A new appointment of a panel member will be made if there is any evidence indicating that he/she has prior involvement in the appeal. Involvement in the selection of prospective examiners is not considered as “prior involvement”.
- 2.5 The panel will consider the following **written statements** as deemed relevant:
 - 2.5.1 the student’s written statement.
 - 2.5.2 the report issued by JKPSF.
 - 2.5.3 the viva report (Chair Report Form).
 - 2.5.4 the student’s thesis.
 - 2.5.5 any related supporting documents (if necessary).
- 2.6 The student can be called upon by the Appeal Panel (if necessary) to explain his/her appeal.
- 2.7 The Appeal Panel can request the Chair and/or *viva voce* Panel of Examiners to be present, if necessary.
- 2.8 Proceedings from the Appeal Panel are confidential and restricted only to the Appeal Panel, JAPS, JKPS and Senate. The student is not allowed to access the report from the Appeal Panel.
- 2.9 The Appeal Panel will review the authenticity of the student’s appeal. The deliberation from all panel members will determine the fairness of the final result.
- 2.10 If the panel finds the appeal can be considered, the Panel of Examiners will be:
 - 2.10.1 notified by the Centre for Graduate Studies about the appeal result.
 - 2.10.2 given a guarantee that the issue that will be considered by the Appeal Panel only follows the provisions as drawn in the appeal procedure for a review of a thesis result.
 - 2.10.3 will be notified on the result by the Appeal Panel.
- 2.11 The Centre for Graduate Studies will take action based on the decision made by the Appeal Panel.

3.0 ROLES AND RESPONSIBILITIES OF THE APPEAL PANEL

- 3.1 Convenes to check and review appeal documents.
- 3.2 Evaluates and determines whether an appeal case has a ground.

- 3.3 Convenes exclusively with the student and/or Chair and/or Assistant Chair (if available) and/or *viva voce* Panel of Examiners (if necessary).
- 3.4 Prepares and issues the Appeal Panel decision report to JKPS.
- 3.5 Is fully responsible for the decision made.
- 3.6 Follows the provisions drawn in the appeal procedure for a review of a thesis result.

4.0 APPEAL PANEL JURISDICTION AND DECISION

- 4.1 Declines student's appeal
- 4.2 Calls upon the *viva voce* Chair and Assistant Chair (if available) to testify.
- 4.3 Calls upon the Panel of Examiners to testify.
- 4.4 Calls upon the student to testify.
- 4.5 Proposes the Panel of Examiners to reconsider the decision made based on the approved rules and procedure.
- 4.6 Nominates the appointment of a new panel of thesis examiners.