

Malvern International Academy has a procedure in place for appeal cases. Appeals procedure applies to any of the following cases:

1. **Appeal on dissatisfied results**
2. **Appeal on academic misconduct eg cheating / plagiarism where an Academic Disciplinary Form was issued**
3. **Appeal against Disciplinary Action / Expulsion (5.4.2.14.1)**

Students may submit to the Programme Manager (PM) the appeal forms within 3 calendar days from the release of result and/or issue of warning letter. The following forms will apply for each of the cases above:

- Dissatisfied results - Examination and Assignment Appeal Form
- Academic misconduct - Student Academic Appeal Form
- Application for Review of Warning Letter Form

If the appeal form is not submitted within the deadline, the appeal will be denied. However, Head, Academic or Head, Student Support Services (in the case of 3) may approve the appeal to be processed if the reasons are justified.

PM collates all appeals and payment. Appeal of Examination /Assignment results is subject to an administrative fee of S\$150 (excluding GST) per module. (Not applicable to 3)

Examinations & Assessments / Student Support Services will issue a letter to notify the student on the appeal result. PM/Student Support Services will file the letter in the student's P-file.

The Academy will release all appeal results within 2 weeks (for in-house courses) and not later than 8 weeks (for courses administered by partner organization) from the date of appeal.