



Academic Queries/Appeals Form

This form should be completed for a single subject and in BLOCK LETTERS and should be returned to the Vice-Chancellor through the ODL Office at Bunda Campus together with proof of payment of MWK5,000.00 appeal fee per subject and any relevant attachments to support your claim for grade adjustment/correction like continuous assessment scripts i.e. assignments, tests and group report.

An appeal is a request from a student that a decision of Senate on his assessment of grades should be reviewed because it is believed that an injustice has occurred.

A Separate form should be filled for each course to be considered

For Official Use

Serial: 2023/_22

Receipt #: _____

A. ¹⁰ Points to note

1. This form should only be completed to request consideration of your assessment grade in a particular course by the Examiners/Academic Appeals Committee. A separate form should be completed and separate fee paid for each course being appealed/queried.
2. The Deadline for submitting all academic appeals/queries for 2022-ODL-1 academic semester is Friday, 15th July 2022. Any late submissions shall not be entertained.
3. Guidance on how to complete this form should be sought from the ODL Office at Bunda Campus or any nearest Centre close to you.
4. Formal communication on the outcome of this appeal request/academic query shall only be issued by the Academic Office in writing clearly indicating the new academic status of the student following the appeal/query.

B. Personal Details - to be completed by the student

Full Name:	MARRIUM ROMANI	Reg No.:	210400214
Programme of study:	BABM	Year:	1
Contact Address:	C/O P. KUDZINJA, BOX 24 PHALOMBE		
Email Address:	Mariumgoman@gmail.com Cell: 0980597015 Tel:		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: MAT 121	Course Name: MATHEMATICS		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
I did not manage to register during orientation time because I did not manage to pay required amount of fee so I paid the remaining balance early April but due to network problem I failed to register. I have a missing grade so am requesting for uploading a missing grade.			



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B. Personal Details - to be completed by the student

Full Name:	MARRIUM GOMANI	Reg No.:	210400214
Programme of study:	C.A.R.M	Year:	1
Contact Address:	C/o P. KUBZINJA Box 24 PHALOMBO		
Email Address:	marc.gomani@gmail.com Cell: 0820597015 Tel:		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark (FEE - MWK5,000.00)	Correction of an error in uploaded grade (free)	Request to upload a missing grade (free)
Course Code: Bio 121	Course Name: BIOLOGY		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal).			
<p>I did not register manage to register during orientation time because I did not manage to pay required amount of fees so I paid the remaining balance early April but due to network problem I failed to register, I but have a missing grade so am requesting for uploading a missing grade.</p>			



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B. Personal Details - to be completed by the student

Full Name: <u>MARIUM GONGANI</u>	Reg No.: <u>24402-21040024</u>
Programme of study: <u>BABM</u>	Year: <u>1</u>
Contact Address: <u>C/O P. KUBUNJA Box 24 PHALUMBE</u>	
Email Address: <u>mariumgongani@gmail.com</u> Cell: <u>0865997015</u> Tel:	

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: <u>ABM122</u>	Course Name: <u>BUSINESS MATHEMATICS</u>		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
<u>I was not registered due to fees clearance but I sat exams. They clear my fees very late</u>			



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B. Personal Details - to be completed by the student

Full Name:	MARRIUM GOMANI	Reg No.:	210400214
Programme of study:	BA Bn	Year:	1
Contact Address:	C/O P. KUDZINJA Box 24 PHALOMBE		
Email Address:	marrum.gomani@gmail.com Cell: 0880597015 Tel:		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: PHY 121	Course Name: PHYSICS		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
I did not manage to register during orientation time because I did not manage to pay required amount of fees so I paid the remaining balance early April but due to network problem I failed to register. I have a missing grade so am requesting for uploading a missing grade.			



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B. Personal Details - to be completed by the student

Full Name: <u>MARRIUM GOROMANI</u>	Reg No.: <u>2104602114</u>
Programme of study: <u>B.A.BM</u>	Year: <u>1</u>
Contact Address: <u>C/O P. KUDZINJA, Box 24 PHALOMBE</u>	
Email Address: <u>marr.umgoma@gmail.com</u> Cell: <u>0820597015</u> Tel: _____	

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: <u>CAP 121</u>	Course Name: <u>COMPUTER</u>		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
<u>I did not manage to register during orientation time but because I did not manage to pay required amount of fees so I paid the remaining balance early April but due to network problem I failed to register. I have a missing grade so am requesting for uploading of missing grade.</u>			



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B. Personal Details - to be completed by the student

Full Name:	MARRION GOMANI	Reg No.:	210400214
Programme of study:	BABEN	Year:	1
Contact Address:	C/O P. KUBUNJA BOX 24 PHALOMBE		
Email Address:	marriongomani@gmail.com Cell: 088059215 Tel:		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: LDC 121	Course Name: COMMUNICATION SKILLS		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
<p>I did not manage to register orientation time because I did not manage to pay the required amount of fees so I paid the remaining balance early April but due to network problems I failed to register. I have a missing grade so am requesting for uploading of missing grade.</p>			



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Full Name:	MARRIUM GOMANI	Reg No.:	210400214
Programme of study:	BABM	Year:	1
Contact Address:	C/O P. KUDZINJA Box 24 PHALOMBE		
Email Address:	marrumg@mani@gmail.com Cell: 0880997015 Tel:		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: EXI 121	Course Name: INTRODUCTION TO PSYCHOLOGY		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
<p>B</p> <p>I did not manage to register orientation time because I did not manage to pay required amount so I paid the remaining balance in early April but due to network problems I failed to register I have a missing grade so am requesting for uploading of missing grade</p>			

Academic Appeals Form

Page 1 of 2

University of Agriculture and Natural Resources, Postal Address: P.O. Box 219, Lilongwe, Tel: 01 277 222/000 Email: gd@uanr.ac.mw Bank Account Details - National Bank of Malawi: Account Number 1002868683, Branch: Lilongwe Gateway Service Centre



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B. Personal Details - to be completed by the student

Full Name:	MARIAM GOMANI	Reg No.:	210400214
Programme of study:	BABM	Year:	1
Contact Address:	C/O P. KUDZINJA BOX 24 PHALOMBE		
Email Address:	mariumgomani@gmail.com Cell: 0880597087		

C. Appeal details - to be completed by the student

Nature of request (tick appropriate one)	Request for a remark <input type="checkbox"/> (FEE - MWK5,000.00)	Correction of an error in <input type="checkbox"/> uploaded grade (free)	Request to upload a <input checked="" type="checkbox"/> missing grade (free)
Course Code: CHEM 121	Course Name: CHEMISTRY		
Provide reasons to justify your request (continue on an additional sheet if necessary or include copies of relevant documents to support your appeal):			
I did not manage to register during orientation time because I did not manage to pay required amount of fees so I paid to remaining balance early Apr. 1 but due to network problem I failed to register. I have a missing grade so am requesting for uploading a missing grade.			