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Graduate Students Appeal Policy

Policy Title	Graduate Students Appeal
Responsible AIU Office (Higher Management/Directorate)	Faculty of Postgraduate Studies
Policy Owner (Executive Department/Office)	Senior Director of Office of Postgraduate Students Affairs
Pertinent Dates	Created in March 2022, Approved in, Applied effective in

I. SCOPE OF POLICY

Graduate students may submit a graduate student appeal in cases of unsatisfactory grading in oral or written exam, project or thesis during the course of postgraduate studies. Appeals may be submitted for other issues such as sanction as suspension or dismissal from a program or misconduct and plagiarism. All applicants for postgraduate studies should be informed with this policy. The purpose of this policy is to clarify the procedure of graduate students appeal to interested applicants and enrolled students.

II. DEFINITIONS

Academic adviser: Upon starting a graduate program, the student will be assigned a staff member (an academic adviser) who will provide counselling concerning degree requirements, course offerings, preparation for the comprehensive examination, and selection of a thesis topic and thesis supervisor. When a thesis topic and supervisors are selected and approved, the thesis principal supervisor then becomes the academic adviser.

Course: A course is the specific content which is taught throughout a semester and is allocated a certain number of credit hours according to the educational program. A special code is assigned for each course.

Final Decision: A written decision communicated to a Student where any rights of appeal have been exhausted.

Graduate Student Appeal: it is a formal request for review of grades scored during the course work or in the final evaluation of the course or the thesis.

Graduate Students Discipline Committee: Means a committee appointed by the university vice president to assess cases of misconduct, plagiarism, and violation of any of the university rules and regulations.

New evidence: it is new information not known to the student and/or the decision-maker at the date of the decision being appealed, (or which the decision maker was unable to take into consideration at the time of the original decision), which becomes apparent after the date of that decision.

Thesis: it is a dissertation involving personal research, written by a candidate for a university degree.

Transcript: It is a record showing a student's academic path at AIU and the courses he/she has studied in each semester, along with their codes, credit hours and grades. It also includes other transferred courses finished by the student in another university and the semester GPA.

Working Day: Sunday through to Thursday but excluding days which are designated as university holidays

III. POLICY STATEMENT

This policy document sets out the fundamental academic appeal for postgraduate studies in AIU. The purpose of this document is to ensure that students' appeals are dealt with in a consistent and effective manner that ensures fairness and transparency. This document will be revised and supplemented, as required, to meet new needs and conditions of newly opened programs. Revised pages will be sent to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information, and suggestions received from the postgrad students as well as the staff members and other administrative users.

IV. RESPONSIBILITIES

This policy must be implemented by Office of Graduates Students Affairs in Faculty of Postgraduate Studies to be applied on all the students in postgrad programs.

V. POLICY STANDARDS AND PROCEDURES

AIU announces the procedures for students appeals postgraduate studies.

Oral Appeals during semester

- The student may contact the lecturer or the course coordinator to make an oral appeal after being informed of the assessment results during the semester.
- The lecturer shall consider the appeal and if he finds that it is supported by evidence, he may make result modification.
- The lecturer shall inform the student as to the outcome of the appeal.
- No changes are allowed by the lecturers for the grades of the semester work after the marking of the final exam for the course that is the subject of the appeal.

Written Appeals

- Written appeals may be made by the student for up to 5 workdays after the announcement of the course final results officially.
- Late submission of appeals should only be considered in exceptional circumstances, where there are compelling reasons why the application was not made at the time. Examples may include an unexpected traumatic event, an emerging health condition which prevents a student's ability to understand or engage with the procedures.
- The student shall initiate an appeal by filling a Graduate student's appeal form at the Office of graduate students' affairs.
- The director of the concerned control shall receive the appeals from the office of graduate students' affairs and submit it to the involved course coordinator.
- The involved course coordinator shall respond to the written appeal after revising the student's written exam answer papers/answer sheets or project.
- All related evidence for any changes in marks or grades shall be revised by the director of the control for verification.
- The program director shall review the modifications and in case of acceptance shall submit to the upper level, to the Dean for review and approval.

- A copy of the decision will be sent to the Student Affairs Office. The Student Affairs Office will notify the student with the final decision in writing. via e mail.

Group Appeal:

- The appeals procedure is mainly focused on individual appeals but it is possible to submit a group appeal where one person acts as group spokesperson. All members of the group must sign and agree to the appeal.
- A copy of the decision will be sent to the Student Affairs Office. The Student Affairs Office will notify the students with the final decision in writing. via e mail.

Graduate Student Misconduct / Dismiss from Program Appeal:

- A committee appointed by the university vice president to assess cases of misconduct, plagiarism, and violation of any of the university rules and regulations.
- The student submits an appeal to the office of graduate students' affairs in cases of new evidence (major health problem, loss of a close relative or natural disaster). This appeal is redirected to the Graduate Students Discipline Committee to reconsider their first decision.
- The response to these appeals must be approved by the university vice president
- A copy of the decision will be sent to the Student Affairs Office. The Student Affairs Office will notify the student with the final decision in writing. via e mail.

VI. FORMS/INSTRUCTIONS (if applicable)

1. Graduate Student Grading Appeal Format
2. Graduate Transcript
3. Graduate Student Misconduct / Dismiss from Program Appeal Format

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. CONTACT INFORMATION

University Vice President
 Dean of Faculty of Post Graduate Studies
 Senior Director of Office Postgraduate Students Affairs

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.