

FATIMA JINNAH INSTITUTE OF DENTAL SCIENCES LAHORE

No. 4095 /FJIDS, LHR
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POLICY FOR STUDENT APPEAL

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FCPS (OMFS), FFD RCS (Ireland)

Dean

Fatima Jinnah Institute of Dental Sciences, Lahore

To: Admin Officer



Students Appeal Policy / Process

1. SCOPE: This policy applies to all students enrolled in the BDS program.

2. POLICY STATEMENT

Any undergraduate student who believes they have been subject to an improper decision on an **academic matter** or have complaints regarding **disciplinary issues** is entitled to file a formal grievance. The purpose is to obtain an independent review of the decision or action, which may be followed by corrective measures if found appropriate. All appeals and grievances must be brought to the attention of the **Dean**. The Dean will review, investigate, and forward the complaint to the relevant Appeal Committee (either for Academic or Disciplinary issues) based on the nature of the complaint.

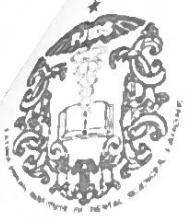
3. PROCEDURE FOR APPEAL

- A request to reconsider an academic decision must be directed to the **Dean's office**.
- The appeal must be made using the official **Student Appeal Form**.
- The appeal must be submitted **in person** by the student.
- A decision on the appeal will be made within **15 days** of submission.
- An appeal will be disqualified if it is received **more than 5 working days** after the occurrence of the issue.
- The result of the appeal will be sent to the student within **10 working days** after the committee's meeting.
- A student may **abandon an appeal** at any time during the process.

4. COMPOSITION OF APPEAL COMMITTEES

- **Academic Issues Committee:** Comprised of **4 senior members** nominated by the Dean from the Assessment Committee—**2 from Basic Sciences** and **2 from Clinical Sciences**. One of them serves as the Chairperson.
- **Disciplinary Issues Committee:** Comprised of **4 senior members** nominated by the Dean from the Disciplinary Committee. One of them serves as the Chairperson.

Students Appeal Policy / Process



Medical Education Department

DME

Fatima Jinnah Institute of Dental Sciences Lahore



Students Appeal Form to Respond

The form requires the following student information:

Class
Roll Number
Name
Father's Name

Students must select the type of appeal:

Appeal related to academic issue
Appeal related to disciplinary issue

The form requires a clear statement (**opportunity to respond**) of the reason for the appeal, with an option to attach additional sheets and supporting documents. It must be signed and dated by the student.

Opportunity to respond