



# Capital University of Science and Technology

## Appeal Procedure

- i. The faculty/staff and student is entitled to appeal against any formal decision made. If the faculty/staff and student feels that any action taken against them is wrong or unjust, they can appeal against the decision;
- ii. Appeals will be submitted within 30 days of the decision;
- iii. Appeals will be heard without unreasonable delay;
- iv. Fairness and transparency will be promoted by following rules and procedures;
- v. The University will carry out any necessary investigations, to establish the facts of the case;
- vi. The faculty/staff and student will be allowed to appear in person before an investigating committee to present his/her point of view. They will be given a reasonable opportunity to ask questions, present evidence and call relevant witnesses;
- vii. The faculty/staff and student will be given an opportunity to call relevant witnesses;
- viii. Appeals will be settled within 30 days of submission date;
- ix. The outcome of the appeal will be communicated to the faculty/staff and student in writing without unreasonable delay.