

STUDENT ACADEMIC QUERY REQUEST FORM 2010

FACULTY OF MANAGEMENT AND LEADERSHIP

FAX APPLICATION FORMS AND SUPPORTING DOCUMENTS TO (011) 718 4001 OR EMAIL TO mbaquery@milpark.ac.za

JOHANNESBURG:

Tel: (011) 718-4000 Fax: (011) 718-4001
 Cnr. Main Road and Landau Terrace, Melville Ext 2, JHB, 2007
 PO Box 91714, Auckland Park, 2006
 Email: info@milpark.ac.za Website: www.milpark.ac.za



SUBMISSION OF ACADEMIC REQUEST:

Please ensure that your request falls within in the ambit of the condition for such a request as set out in the MBA Rules and Procedures for 2010. Fees will be forfeited should the request be processed and found not to comply with the aforementioned guidelines.

PERSONAL DETAILS

Surname																E-mail address (Compulsory)					
First names																					
ID or passport											Date of Birth										
Phone	(Work) Code & No.										(Home) Code & No.										
	(Fax) Code & No.										Cell No. (compulsory)										
Student number:											Cohort:										

QUERY DETAILS

Qualification name																									
Module/s name & code																									

ASSIGNMENT	Assignment review with assessor		R500
	Re-mark		R500
EXAM	Deferral		
	Script re-mark		R500
	Re-write		R725
	Script review		Complete Exam Viewing form
DISSERTATION Requests for extensions should be accompanied by a letter of recommendation from the supervisor	1 ST Extension		R935
	2 ND Extension		R935
	Late Submission		
MODULE	Re-registration		
	Temporary suspension		
APPEAL OF ACADEMIC COMMITTEE DECISION			

- Academic query requests MUST be accompanied by the relevant supporting documentation e.g. medical /death/birth certificate, letter from employer, AND proof of payment where required.
- The query must be lodged on this form and faxed to Milpark Business School (011-7184001) or emailed to mbaquery@milpark.ac.za
- Queries will be forwarded to the relevant Programme Managers and in exceptional cases be tabled at the Academic Committee for review.
- Milpark Business School will respond to all queries in writing within **10 working days** from receipt of query.
- Queries not lodged on this form and not accompanied by the required supporting documents will not be considered.

MOTIVATION FOR APPEAL: ONLY FULLY MOTIVATED QUERIES WITH EVIDENCE WILL BE CONSIDERED:

Date _____ / _____ / 2010

Signature: _____

FOR OFFICE USE ONLY

Recommendation:		
Signature: Programme Manager/Academic Committee	Date:	
Feedback to student:		
Date:		
Documents attached: <input type="checkbox"/>		
Signature:		
Admin Department:	Date:	