

Admission/Academic Appeal: Procedure

1. If you disagree with the decision regarding your admission or any you must discuss the matter with the concerned faculty member and/or the Administrator as soon as possible to see if a mutually satisfactory solution can be reached.
2. If you are unable to resolve the matter informally, you may file an appeal with the Institute. You must file your appeal no later than 30 days after the final grade is posted for the course you reference in your appeal. In case of an appeal regarding the admission decision, the appeal should be filed no later than the first week after the commencement of the course you refer.
3. You must complete an Admission/Academic Appeal Request Form available at www.icd.org.pk and submit it to the Admin department. Under "Details of the Request for Admission/Academic Appeal" include the nature of your appeal, the reasons for your appeal, and any information which would help the committee when considering your appeal. You must obtain the signature of the Administrator on the Appeal form acknowledging that you have completed the informal process. You must include the following with the completed form:

- A receipt from the Cash Office/Registration indicating that you have paid the PKR 5,000 fee. This fee is a non-refundable administrative fee and covers all matters under appeal.
- Your signature authorizing the use of the academic records and any relevant documentation, assignments, tests or examinations. These records and documents will be distributed to the Appeal Committee members.

Your appeal will be considered as soon as possible by an Appeal Committee made up of a Course Administrator, two academic staff/faculty and one member from the assessment department who were not involved in the original decision. You will be notified of the date, time, and place of the meeting and invited to confirm your participation at the meeting.

4. The Chair of the Appeal Committee will gather information from relevant parties such as the registration department, faculty, Test Centre staff, exam invigilators, etc.
5. Both you and the registration staff/faculty member involved in the admission/academic decision under appeal will be invited to address the appeal committee (both of you will be scheduled at different times so as not to be in the meeting at the same time). Each of you may elect to bring an observer to accompany you to the appeal meeting. The observer will not be permitted to speak.
6. The outcome of the appeal will be communicated to you in writing within two weeks of the appeal meeting.

Re-Appeal: Procedure

You may apply for a Re-Appeal Committee decision based on the following grounds:

- Substantial procedural error has been committed by the Appeal Committee which has denied you a fair hearing.
 - New evidence is available that, through no fault of yours, was not available at the time the appeal was heard by the Appeal Committee.
 - The sanctions imposed by the Appeal Committee are patently unreasonable or substantially disproportionate to the circumstances or offence.
1. You must complete an Appeal Assessment Form available at www.icd.org.pk. You must submit your completed Appeal Assessment Form to the Office of the Project Director, Academic no later than two weeks (for Academic re-appeal) and one week (for admission re-appeal) from the date on the Appeal Committee's written decision to you. You must include the following with the completed form:
 - A receipt from the Cash Office/Registration indicating that you have paid the PKR 5,000 fee. This fee is a non-refundable administrative fee and covers all matters under the re-appeal.
 - Your signature authorizing the use of the academic records and any relevant documentation, assignments, tests or examinations. These records and documents will be distributed to the Appeal Assessment Committee members.
 2. The Re-Appeal Committee will be made up of a standing committee of faculty, senior administrators and a student representative from ICD none of whom was involved in the original Appeal Committee. The committee will be chaired by the Project Director, Academics.
 3. The Re-Appeal Committee will not re-hear the appeal but conduct a paper review to determine if there are grounds for a re-hearing. The decision of the Appeal Assessment Committee is final.
 4. If the Re-Appeal Assessment Committee determines there are grounds for reconsideration it will convene a new Appeal Committee. Members of the new Appeal Committee will not be the same members who heard your first Appeal. Relevant information will be shared with the new Appeal Committee.

The decision of the second appeal committee will be final.