

## Instruction Guide – Appeals Concerning Examinations

The regulations for how you appeal examination results - and how the appeal is processed - are found in the respective ministerial orders concerning:

- Examination for bachelor/candidate and master's degree programmes, ministerial order no. 670 of June 19, 2014 <http://ufm.dk/en/legislation/prevailing-laws-and-regulations/education/files/engelsk-oversaettelse-af-bekendtgorelse-nr-670-af-19-juni-2014-om-eksamen-og-censur-ved-universitetsuddannelser.pdf>
- Examination for Diploma in Business Language and professional bachelor's degrees, ministerial order no. 1046 of June 30, 2016 <https://www.retsinformation.dk/forms/R0710.aspx?id=183396>

The Faculty of Humanities has prepared this instruction guide, which you can use if you consider to file an examination appeal. The instructions are only a general description of the regulations and the procedures. Therefore, it is a good idea to read the above mentioned ministerial order on examinations.

### Deadline for appeals

The appeal is to be addressed to the Dean of the Faculty of Humanities, and it has to be submitted no later than two weeks after the assessment results have been disclosed to the public. The date for the disclosure is:

- For oral examinations, the date in which you take the examination.
- For written examinations, the date in which the examination results are disclosed to the public – however not earlier than the date that has been reported as the day of the disclosure.

In unusual cases (e.g., in the case of illness), where you cannot manage to submit your appeal, you can apply to the faculty to be exempted from the deadline.

### To whom should the appeal be submitted?

The appeal is to be mailed using your student mail to the Faculty of Humanities, HumEksamensklager@sdu.dk.

You can find an appeal cover page on the SDU homepage for your education. For the sake of a quick processing of the case, it is very important that you fill in all information correctly. In that way, you participate in shortening the time that the faculty secretariat needs for processing the case. If there is more than one student who appeal, then the contact person to the faculty secretariat among the students should be listed at the top. You can receive help at your study programme secretariat or at the Examinations Office to fill in the aforementioned cover page.

### Reason

Your appeal must be written and substantiated. The latter means, for example, that it is not sufficient to write that you ought to receive a higher grade, because you have attended class or that your fellow students received a higher grade for a similar performance or the like. The more precise

and detailed your appeal is with regards to your examination performance, the more is required from the assessors' statements in response to your appeal.

### **Before you appeal**

Before you appeal, we recommend that you contact the examiner in order to get an explanation of your grade. You cannot demand a written explanation.

Be aware of the fact that the deadline for appeals must be respected, even though you have not managed to get an explanation from the examiner. Nothing prevents you from sending your appeal to the faculty secretariat, even though you have not talked to the examiner.

### **What happens when I have submitted an appeal?**

You can submit an appeal involving academic matters and/or legal matters.

#### **1. Appeal involving academic matters**

If the appeal concerns the assessment or other matters that concern the assessment, the appeal is presented to the original assessors immediately. At the same time, you will receive a receipt from the faculty secretariat, stating that the appeal has been received. The assessors generally have two weeks to submit a statement as a response to the appeal. Upon receipt of the statement, you get a chance to comment on the assessors' statement within a deadline of at least one week.

Subsequently, the faculty makes a decision, and it can result in:

- An offer involving a new assessment (re-assessment), unless it is an oral examination
- An offer involving a new examination (re-examination)
- The grounds of your appeal cannot be accepted.

*An offer involving a new assessment (re-assessment) and a new examination (re-examination)*

You have to accept the offer of a new assessment or a new examination no later than two weeks after you have received the offer.

If you accept the offer, new assessors will be selected for the re-assessment or the re-examination.

You should be aware of the fact that the re-assessment or the re-examination may result in a lower grade.

If you accept the offer of a re-assessment or re-examination, you can NOT appeal the grade given by the new assessors. However, you can appeal legal matters concerning the new assessment (see legal appeals below).

*The grounds of your appeal cannot be accepted*

If the decision states that you do not get support for the appeal, you can present the decision concerning *academic matters* to a board of appeals.

The deadline for appeals is two weeks. In unusual cases (e.g., in the case of illness) you can apply to be exempted from the deadline.

You must send your appeal by mail using your student mail to the Faculty of Humanities, mail HumEksamensklager@sdu.dk. The appeal must be substantiated.

A board of appeals consists of four people: A student and an examiner appointed by the university, as well as two external examiners.

None of the original assessors can be appointed as members of a board of appeals.

The board of appeals must process your appeal within two months from the date the appeal has been submitted.

The board of appeals' decision can result in:

- An offer involving a new assessment conducted by new assessors unless it is an oral examination.
- An offer involving a new examination (re-examination) with new assessors.
- The grounds of your appeal cannot be accepted.

You have to accept the offer of a new assessment conducted by either the board of appeals or by new assessors, or the offer involving a new examination, no later than two weeks after you have received the offer.

You should be aware of the fact that the re-assessment or the re-examination may result in a lower grade.

The board of appeals' decision cannot be presented to another administrative authority, but if you think that *legal mistakes* have been committed, that is, mistakes in connection with the handling of the case, you can appeal to the university (see legal appeals below).

If you accept an offer involving re-assessment and/or re-examination, you can NOT appeal the grade given by the new assessors. However, you can appeal legal matters (see below).

## **2. Legal matters**

Appeals concerning legal matters are appeals that do not concern academic matters or assessments, i.e. appeals that concern whether or not the existing rules and guidelines have been followed correctly.

You can appeal the university's decision to the Vice-Chancellor.

If the Vice-Chancellor does not support your appeal, you can appeal to The Danish Agency for Universities and Internationalisation. You will get further appeal instructions about this matter if necessary.

### **Any further questions?**

If you have questions or need additional information, you can contact the faculty secretariat at the Faculty of Humanities by phone: 6550 3158 or mail: [in@sdu.dk](mailto:in@sdu.dk)

November 7th, 2016/in