

Appeal concerning a grade

Personal data

Name

Date of Birth

E-mail

Phone number

Student number

Address:

Request for an explanation regards the following course and exam/assessment

Course name:

Course code:

Year start:

Exam date:

Candidate number:

Result:

Exam type:

Written school exam

Home assignment

Home exam

Other

Exam location:

Sandviken

Breistein

Staffeldsgate

Gimlekollen

Requested explanation for result:

Written explanation received

Oral explanation received

NOTE: If the appeal regards the last result which is needed to obtain a degree, then you must send a message to student administration informing them that the degree should not be issued until reassessment of the grade has been given. The deadline appeal is three weeks from the date which the result was published. If an explanation for the grade was submitted, the deadline for appeal is from the date which the student received the explanation. The new result can be either to the students favor or disfavor. The new assessment is final and cannot be contested. The appeal is to be sent in written form (University & Higher education (UH) -Law §3.9 and UH-law §5-3).

In the case of a new assessment, the students will not receive the original result nor the explanation for the result nor reason for the appeal, UH-law §5-3 (4).

This form cannot be used to appeal based on procedural errors regarding the exam. This type of appeal should be sent to the student administration in written form. The deadline is also three weeks from the date which the result was published (UH-law §5-2). See also regulations and supplementary regulations for NLA University College.

Procedural deadline: The appeals committee receives many cases each semester and it can take from 1,5 - 2 months from the time the deadline of appeals has expired until the result from the appeals committee is published. The student administration will inform each candidate in writing with the result of the appeals committee.

Signature:

Date:

Place:

Delivery of form

This form should be delivered/sent to the student administrative office of your campus or by email.

Complaint deadline: 3 weeks after the result has been published. If an explanation has been requested, then the deadline for appeal is from the date for which the student has received the explanation.

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