



APPEAL FOR NEW ASSESSMENT OF GRADE

Appeals for new assessment of grade, right to explanation of given grade and complaints regarding formal errors in connection with examinations are regulated by the Universities and Colleges Act §§ 3-9, 5-2 and 5-3.

NAME		ADDRESS		
POSTAL CODE	CITY	SEMESTER	COURSE CODE	STUDENT NUMBER

Have you asked for, and received an explanation of the given grade? NO YES Date:

RIGHT TO EXPLANATION OF GRADE

- You are entitled to an explanation of the given grade before you send an appeal for new assessment of grade.
- You may ask for an explanation of the given grade orally or in writing, for example by e-mail to the department responsible for the course in question. The deadline for requesting an explanation of grade is **one week after the results have been published**.
- The explanation of the given grade may be conveyed to you orally or in writing as the examiner see fit, and within two weeks.

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- The deadline for addressing the appeal is **three weeks after the results have been published**, or three weeks after you received an explanation of grade.
- If the grade is published in the time period from 15 December – 2 January, the deadline starts running 2 January. If the grade is published in the time period 20 June – start of the autumn semester, the deadline starts running Monday the first week of the semester.
- The new grade may be higher, lower or identical to the initial grade.
- The new grade is final and may not be appealed. You are entitled to an explanation of the new assessment.
- Oral tests may not be appealed.
- Preliminary examinations may only be appealed if the exam has not been passed.

APPEALS REGARDING FORMAL ERRORS

- The deadline for appealing formal errors in connection with examination is three weeks after you should be familiar with the conditions in question.

SUBMITTING THE FORM

The form may be handed in at the Student Information Centre at the faculty or sent by mail within the given deadlines. Postal address: The Faculty of Medicine and Dentistry, University of Bergen, Postboks 7804, 5020 Bergen

PROCESSING

You may normally expect an answer four weeks after the deadline has expired, but in periods of holidays this may take longer. The faculty will inform each candidate in writing about the outcome of the appeal.

SIGNATURE

I have read and familiarized myself with the procedures that relates to appeals and examinations at the Faculty of Medicine and Dentistry. I also understand that the new grade may be both in favour and disfavour of the complainant.

Place/date

Signature