

COMPLAINT REGARDING THE GRADE AWARDED

(cf. Sections 5-3 and 3-9 in the Act relating to Universities and University Colleges of 1 April 2005)

Send to: NTNU
(the Faculty that is responsible for the course)

Student's name:

Candidate number:

(If relevant, student number):

Student's address:

Post code and place:

Tel. no. and email address:

Student's programme of study/programme option:

.....

Course code and name:

Semester: spring/autumn:

Examination date/period:

The complaint regarding the grade awarded is to be sent to the Faculty that is responsible for the course. The complaint must be made within three weeks from the date the examination results were announced. If the student has sent a request for an explanation of the grade awarded or sent a complaint regarding a procedural error in connection with the examination, the deadline for sending the complaint regarding the grade awarded is three weeks from when the student receives the explanation or when the ruling on the procedural error is given. It is not permitted to send a complaint about a grade awarded for an oral examination or assessment of practical training or the like. If there is to be a new grading this is to be carried out by at least two new examiners where at least one is to be external. The grade may be changed in the examinee's favour and disfavour. The new examiners are not to have any knowledge about the first grade, the explanation of the grade awarded or the student's grounds for complaint. If relevant, the grounds for complaint can be attached to this form on a separate sheet, but this will not be sent to the new examiners.

If the final grade is set on the basis of both written and an oral tests and an appeal against a grade means that the written examination grade is changed, a new oral test is to be held to determine the final grade.

In connection with the use of continuous assessment, the student can only submit a complaint when the final grade for the course or group of courses is announced. The student is not permitted to complain about a part assessment. If there is a complaint about the grade for group work where one joint grade is awarded, all the students in the group have to sign the complaint, cf. Examination Regulations at NTNU, Section 42.

Place and date: Signature: