

University of Copenhagen
The Faculty of Theology

Exam Appeals Procedure

Guidance for students at
the Faculty of Theology

January 2014

The student's right to appeal against examination conditions, including conditions related to the assessment of written assignments (e.g. MA thesis, bachelor projects, papers on special topics etc.) are tools used to guarantee academic standards. While the examination aims directly at ensuring the quality of the programme, the right to appeal constitutes a more indirect form of quality assurance. A second purpose of this right is to ensure the full legal protection of the student in relation to examinations.

The legal basis to appeal can be found in the ministerial order on university examinations (BEK nr. 1518 of 16/12/2014).

Can you appeal?

All students have the right to appeal when they think it is necessary. An appeal would usually refer to the way the examination was run, the examination question, the assessment, how the examination question relates to the syllabus, exam procedure, disputes over deadlines etc.

The Examinations Order is included in the Study Curriculum, which is available at *Your Study* at KUnet.

Deadline for appeals is within two weeks of the assessment being published.

The main features of the appeals regulations are as follows:

How to appeal

Appeals must be submitted in writing to the Dean within two weeks of the assessment being published.

The Dean, Faculty of Theology, Købmagergade 44–46, 1150 København K or dtf@teol.ku.dk Att.: The Dean (Please request for a receipt via your mail system)

The appeal must state which examination it refers to (subject and date), who the internal and external examiners were, and the student's own name, CPR. No. or Student ID No., and address. It must outline the examination condition(s) the appeal refers to (e.g. the way the examination was run, the examination question, the assessment, etc.). The appeal must include a factual and precise justification of the complainant's dissatisfaction with the condition(s) stipulated. Students should aim for a subdued style and avoid emotional terms. An appeal is typically 1–2 pages long. Remember to sign it!

The appeals procedure

When an appeal is received at the Faculty of Theology, the initial assessment determines whether it refers to (1) legal issues or (2) questions of content.

(1). Appeals based on legal issues (e.g. disputes over deadlines) are decided by the Faculty of Theology only. The Faculty of Theology decision may be appealed to the Danish Agency for Higher Education. The deadline for filing a complaint is 2 weeks from the day the decision was communicated to the complainant.

(2). The Faculty of Theology involves internal examiner and external examiner in processing the appeal, if the appeal concerns the content of the examination e.g. how the examination question relates to the syllabus; the way the examination is run; or the actual assessment itself. Within a maximum of two weeks (July is not included) of the appeal being submitted, the internal and external examiner will make a joint statement on the content of the appeal.

The complainant will get the possibility to make a comment on the joint statement within a time limit of at least 1 week.

The Faculty of Theology makes a decision based on the assessor's joint statement and the complainant's comments on the joint statement.

The Faculty of Theology's decision to (1) legal issues or (2) questions of content is written and motivated. The Faculty can:

- offer a new assessment (except for oral examinations) with new examiners,
- offer a new examination by new assessors or
- reject the appeal.

Typically the decision will be based on e.g. an account of the examination procedure based on notes from the examination, or an argumentation in favour of the assessment made. New assessments or new examinations can result in higher or lower grades than the original assessment. In both cases the new grade overrules the original one.

The Faculty of Theology informs the student and the assessors of their decision as soon as possible.

The complainant is to accept the offer of a new assessment or a new examination within 2 weeks after the Faculty has informed the complainant about the decision.

The board of appeals

Following an unsuccessful appeal, any further appeal must be submitted in writing to the The Dean, Faculty of Theology, Købmagergade 44–46, 1150 København K or dtf@teol.ku.dk Att.: The Dean (Please request for a receipt via your mail system) within two weeks of receiving the decision from The Faculty of Theology. Again, you must state which exam and complaint it refers to, and also the appeal decision's case reference number. You must outline your reasons for the appeal, i.e. why you disagree with the decision reached by the internal and external examiners. An appeal is usually 1–2 pages long, and must be signed.

A board of appeals, which consists of two examiners, one teacher (who has not previously been involved in the case) and one student (usually appointed among the student members of the Board of Studies) will make a decision. The board of appeals can:

- offer a new assessment by new assessors (except for oral examinations),
- offer a new examination with new examiners or
- reject the appeal.

New assessments or new examinations can result in higher or lower grades than the original assessment. In both cases the new grade overrules the original one. The board of appeals has to inform The Faculty within 2 months after the appeal has been submitted (July is not included) of their decision. The Faculty informs here after the student of the decision.

The complainant is to accept the offer of a new assessment or a new examination within 2 weeks after the Faculty has informed the complainant about the decision.

Head of Studies
January 2014