

Appeal Procedures



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GROUND & PROCEDURES FOR APPEAL

INTRODUCTION

Study at the partner institutions is governed by the Consortium Agreement and Programme Regulations for the Joint Award of the degree of Master “Choreomundus – International Master in Dance Knowledge, Practice and Heritage” from the University of Clermont Auvergne, Norwegian University of Science and Technology, the University of Szeged, and Roehampton University as long as the internal regulations of the participating university and / or legal regulations of the state, in which the study takes place, do not conflict.

1. An appeal must be about an academic decision.
2. An appeal must state the ground on which it is presented.
3. The only legitimate grounds for appeal should be one or more of the following:
 - that marks have been incorrectly recorded or incorrectly aggregated, or that the procedure for collation of marks has been incorrectly followed;
 - that there has been an irregularity in the conduct of examinations or other forms of assessment, of such a nature as to cause reasonable doubts as to whether the Joint Examination Board would have reached the same conclusion if the alleged irregularity had not occurred;
 - that there have been circumstances which affected the candidate's performance which he/she could not or did not, for valid reasons, divulge prior to the meeting of the Joint Examination Board.
 - that the candidate has demonstrable reason to believe that one or more of the examiners were prejudiced or unreasonably biased.

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1. A candidate wishing to appeal must give notice in writing to the Programme Convener of the university in which the examination or assessment was held, or to the Local Administrator as soon as possible, but not before publication of the confirmed results, and not later than two weeks after the dispatch of the confirmed results by the Universities. However, appeals received for good reason outside this time limit may be considered, up to a maximum of three months.
2. A decision on the appeal will be made as speedily as is consistent with the complexity of the issue and the availability of relevant staff to comment. It is normal for the procedure from appeal to decision to take no longer than two months. In cases where an appeal against a full-time programme termination is being considered, a student is permitted to continue in attendance at modules for which he/she is already registered, pending the result of the appeal.
3. Appeals are considered (i) in accordance with the Equal Opportunities Policy of the Partners, and (ii) with due regard to confidentiality, so that consideration is restricted to a small number of staff. An intending appellant is encouraged to seek informal advice from the Chair of the Joint Programme Board before lodging a formal appeal.
4. The student will have the right to ask for the appeal to be considered according to the procedures of UCA, NTNU, SZTE, and/or UR. These particular procedures will be advised to any student wishing to pursue an appeal by the Convener of the university in which the examination or assessment was held or Local Administrator.
5. The results of an appeal will be notified to all the Partners. All Partners agree to accept the result of an appeal having been heard by UCA, NTNU, SZTE, and/or UR.

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