



COMPLAINT AGAINST AN ASSIGNED MARK

EXPLANATION:

According to Norwegian law, students have the right to clarification for a given mark. The request for clarification must be received within the deadline for complaints which is 3 weeks (15 working days) after the date when the mark was posted. If clarification for a given mark is obtained from the course coordinator, a new complaint deadline is set to 3 weeks (15 working days) after the date the explanation was received. The clarification should be neutral and explain the general principles for assessment. The censor can choose whether the justification is given in written form or orally.

EXPLANATION FOR THE ASSIGNED MARK (to be filled out if explanation is received)

Requirements for explanation for the assigned mark for the subject _____ was provided on _____ (date)

Written ___ Oral ___ Explanation was received on _____ (date)

.....
Place and date

.....
Student signature

If the explanation was received more than 2 weeks after the complaint was submitted this should be confirmed by the course coordinator.

.....
Place and date

.....
Course coordinator signature

COMPLAINT AGAINST AN ASSIGNED MARK:

An assessment as a result of an appeal must be decided without undue delay, cf. Public Administration Act section 11a. If the appeal has not been considered within a month of the expiry of the deadline for appealing, a provisional reply shall be sent in which the reason why the appeal cannot be considered earlier is explained. If possible, it shall also be indicated when the appeal is expected to be considered.

An additional complaint cannot be submitted once the new assessment has been completed. Either the mark will remain unchanged or change to the student's advantage or disadvantage.

Application form should be submitted to:

Dokumenttjenesten
Norwegian University of Life Sciences
Postboks 5003
1432 ÅS

Family name –first and middle names	Date of Birth
I am complaining against the assigned mark given in the following course	Date of examination

.....
Place and date

.....
Signature