**Submission of exam appeal at**

**The Faculty of Business and Social Sciences**

You must submit your substantiated appeal by filling in this form and send it to the Faculty of Business and Social Sciences within the appeal period.

The closing date for submission of an appeal is within two weeks after publication of the assessment.

For more information about justification and the appeal period, please view the Faculty's web page: [Guidance on examination appeals – applicable for the Faculty of Business and Social Sciences](http://www.sdu.dk/en/information_til/studerende_ved_sdu/eksamen/eksamensklager). Please also read the instructions on the last page before drawing up your justification.

The appeal must be sent from your student e-mail to Quality, Legality and Development – Business and Social Sciences, at samfklager@sam.sdu.dk. All correspondence in connection with your appeal will only be sent to your student e-mail.

**The student:**

|  |
| --- |
| **NAME:**Click here and fill in |
| **YEAR OF ADMISSION:**Click here and fill in | **EXAMINATION NUMBER:**Click here and fill in | **CIVIL REG. NUMBER:**Click here and fill in |
| **PROGRAMME:**Click here and fill in |
| **CAMPUS (tick the appropriate box):** [ ]  Esbjerg [ ]  Kolding [ ]  Odense [ ]  Slagelse [ ]  Sønderborg  |

*If you submit your appeal together with one or more fellow students, a covering letter (schema) per student must be forwarded.*

**The examination:**

|  |  |
| --- | --- |
| **COURSE TITEL:**Click here and fill in | **EXAM AKTIVITY ID. (\*):**Click here and fill in |
| **COMPULSORY OR ELECTIVE:**[ ]  Compulsory [ ]  Elective  | **ORDINARY/RE-EXAMINATION:**[ ]  Ordinary [ ]  Re-examination | **GRADE:**Click here |
| **TYPE OF EXAMINATION (tick the appropriate box or fill in):** [ ]  Oral [ ]  Written [ ]  Other: Click here and fill in |

*\*evident from the course description*

**Date:** Click here and fill in

**The appeal relates to** (tick the box and fill in)**:**

[ ]  **THE BASIS OF THE EXAMINATION**

|  |  |
| --- | --- |
| Specification | Click here and fill in |

[ ]  **THE PROCESS OF THE EXAMINATION**

|  |  |
| --- | --- |
| Specification | Click here and fill in |

[ ]  **THE ASSESSMENT OF THE GRADE**

|  |  |
| --- | --- |
| Specification | Click here and fill in |

[ ]  **THE LEGAL PROCEDURE**

|  |  |
| --- | --- |
| Specification | Click here and fill in |

**Appeal guide, when the appeal relates to:**

* The basis of the examination

The basis for the examination is the foundation for assessment, including exam questions, tasks and the like, as well as its relations to the syllabus and course objectives and requirements. You must here clearly describe what it is about the foundation of the assessment that you want to complain about and why.

* The process of the examination

Conditions during the holding of the exam as you believe have had an influence on your exam performance.

* The assessment of the grade

Your appeal about the grade must be reasoned. This means that, for example, it is not enough to write that you should have a higher grade because you have followed the lessons or that your fellow students have gotten a higher grade for the same performance or similar. The more precise and detailed your appeal is about your exam performance, the greater are the requirements to the assessor(s) answer to your appeal. It must therefore explicitly be stated what it is about your examination, that causes you to find that you need to receive a higher grade.

* The legal procedure

This is a question about whether your exam is conducted in accordance with applicable law and general principles of administrative law.