

Why?

- Examples of decisions of which appeals can be lodged (article 7.61 WHW):
- Negative Binding Study Advice
- Decisions on final examinations
- Decisions on admission to examinations;
- Decisions on further terms requirements of preliminary education
- Decisions of the Examination Board and examiners

When and how?

- **Within 6 weeks after receipt:** lodge appeal at the CBE
- The appeal has to contain the following (article 4.1 lid 3 Regulations of Procedure of the CBE):
- Name, student number, address, e-mail and telephone number of the person concerned;
- Date the appeal was written;
- Description of the decision against which the appeal is directed;
- Copy of the contested decision;
- Grounds of appeal;

Further procedure

- CBE sends the appeal to the defendant. (Examination Board);
- CBE requests the defendant (Examination Board) to have a consultation with the appellant/student **within 3 weeks** after sending the appeal to try to come to an amicable settlement; (article 4.7 Regulations of Procedure of the CBE).
- If parties reach a settlement, the appeal will be withdrawn by the appellant. (student);
- If parties do not reach a settlement, the CBE will handle the appeal;
- The appeal can although be withdrawn by the appellant anytime (student);

Not reached a settlement ?

- The defendant (Examination Board) submits a letter of defense **within 3 weeks** after receiving the appeal; (artikel 4.14 Regulations of Procedure of the CBE).
- CBE sends letter of defense to the appellant (student);

CBE sets a date of hearing

- Parties are being summoned in writing to come to the hearing; (article 4.15 Regulations of Procedure of the CBE)
- The aim is to plan a hearing **within 6 weeks** after receiving the appeal;

Handling of the appeal at hearing

- The appeal will be heard in public hearing where parties in each other's presence will be heard; (article 4.16 Regulations of Procedure of the CBE).

CBE reaches verdict

- The goal is that the CBE will make a decision **within 3 weeks** after the hearing;.
- The period for making a decision is **10 weeks** calculated from the day after the term of lodging an appeal has expired; (article 4.9 Regulations of Procedure of the CBE).