



# Information sheet on grade discussion and appeal procedures

## 1 Announcement of grades

As per Article 12 Paragraph 2 of the Framework on Study Regulations at BFH (FSR) of 5 May 2021, students must provide evidence of competence in a competency assessment for each module. Grades are awarded by the person conducting the examination. In the case of several partial competency assessments and examining persons, the final decision shall lie with the person responsible for the entire module.

The results of the competency assessments will be announced within 30 days of the last competency assessment of the semester taking place (Art. 18 RRS). If a competency assessment is made up of several partial competency assessments, the result will be announced with an overall verdict (Art. 18 Abs. 3 RRS). Thus, one grade is announced for each module. It is the heads of the degree programmes or the heads of teaching who are responsible for the announcement of the grades.

## 2 Grade discussion

After the announcement of the grades, students can request a discussion of their grades with the examiner or with the person who is responsible for the module. This discussion must take place within 30 working days of the announcement. Students are requested, wherever possible, to review the markings prior to this and to inform the examiner as to the specific details to be discussed.

The discussion shall provide the examiner with an opportunity to review their assessment, to explain the results and how they were determined to the students and to make corrections in the case of obvious errors. In particular, it should be possible to correct false results based on errors, misunderstandings, technical faults or other communication problems between the students and the examining body. Since the objection of inappropriateness is inadmissible in complaints to the Appeals Commission, examiners should be able to consider the appropriateness of their assessment and correct it if necessary.

The discussion is documented in note form and a short statement is signed.

## 3 Appeal Procedures & Entry into Force

Following the discussion, students can request a contestable decree. If this is the case, the examiner immediately forwards the documents with the necessary explanations to the person authorised to issue the decree (head of degree programme or head of teaching). This person usually issues a justified decree within three weeks, which can then be contested through the BFH Appeals Commission within 30 days of being announced. The appeals procedure is governed by cantonal law (Art. 31 RRS). Thus, Art. 60 of the Law of 19 June 2003 on Bern University of Applied Sciences (FaG; BSG 435.411) and the Law of 23 May 1989 on the Administration of Administrative Justice (VRPG; BSG 155.21) apply.

If the opportunity for discussion or the issuing of a contestable decree is waived within the stipulated time limits, the grade announced and thus its entry into legal force will be deemed to have been accepted.

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Legal Service and Office of the Vice-President Teaching