INFORMATION

REQUEST FOR RE-EVALUATION AND APPEAL

This document applies to decisions concerning:
- Special Mathematics Course (CMS) examinations,
- admission examinations,
- first-year preparatory programme (foundation year), Bachelor and Master and Master Project examinations,
- doctoral candidacy examinations, doctoral programme examinations,
- continuing education and postgraduate education examinations (if enrolled at EPFL),
- minor examinations.

I REQUEST FOR RE-EVALUATION

The aim of the request for re-evaluation is the amendment by EPFL of a decision made by EPFL (the mark sheet constituting a decision).

Several situations are involved:

- The student requests a re-assessment of an examination script.
- The student has failed but has experienced difficulties (personal, family, financial, etc.).
- The decision made by EPFL is incorrect, fails to respect the rights of the student or omits to consider an important fact.

In which of these situations can EPFL amend its decision?

- When the decision is incorrect. For example, when a mark is wrong (due to a calculation error). Also, when the mark is based on an examination that was not conducted in accordance with EPFL rules and regulations, e.g., absence of an observer at the oral examination, examination presented in written form instead of the oral examination announced.
- When the decision fails to respect the rules and regulations (regulations not applied or incorrectly applied, excessive or abusive exercise of the evaluation prerogative). For example: the student’s request for a second attempt to pass an examination has been refused despite the fact that it was submitted within the maximum period authorised.
- When the decision has omitted to consider an important fact. For example: absence considered as being unjustified at an examination whereas the student has submitted the necessary supporting documents certifying a valid motive.

In which of these situations can EPFL not amend its decision?

- When the student cites the grounds of incapacity after the examination but has nonetheless attempted to take the examination.

Important: if the student is experiencing serious personal problems (health, financial, etc.) but decides nonetheless to sit the examinations, the result will remain valid whether he passes or fails. In the event of incapacity to sit an examination, the student must therefore not attend the examination and announce his valid reason for not doing so to the Registrar’s Office as soon as possible.

- When a student who has failed a programme according to the study rules and regulations, even by a very narrow margin, requests admittance to the following year. In such cases, the Section has already checked the accuracy of the marks with the teaching staff members concerned.

When does EPFL refuse to consider a request for re-evaluation?

- When the student requests the re-evaluation after the prescribed time period of 10 days has elapsed (unless he had a serious reason that prevented him from doing so within the prescribed time period).
When the student does not state any grounds for disputing the validity of his result. For example: I consider this mark to be too harsh, I only need another half mark in order to pass my examination, there were problems with the course during the semester.

A request for re-evaluation must state the **grounds for dispute**, the conclusion and include any appropriate evidence if applicable. It must be submitted within the **10 days** following the date on which the decision was received to the

**Service académique EPFL VPE DAF-SAC**
BP 1229 (Bâtiment BP)
Station 16 CH - 1015 Lausanne

**Note:** This request for re-evaluation does not suspend the deadline of 30 days within which an appeal may be submitted to the ETH Internal Appeals Committee (see below).

## II APPEAL PROCEDURE

A decision made by EPFL (e.g. the mark sheet) may constitute the basis of an appeal submitted to the ETH Internal Appeals Committee. In order for an appeal to be admissible, the following conditions must be fulfilled:

1. The appeal statement is submitted to the **Commission de recours interne des EPF**
   Gutenbergstrasse 31
   Case postale
   3001 Berne¹
   within a period of **30 days** dating from the notification of the decision.
2. The appeal statement gives, as does the request for re-evaluation, the grounds and conclusions.
3. The appealer includes with his appeal any evidence that may be in his possession (examples: medical certificate, attestation, etc.).
4. The appeal is signed by the appealer or his representative.
5. The contested decision is enclosed with the appeal statement.

The situations outlined on the previous page are dealt with in an appeal procedure in accordance with the same rules as those that apply to the re-evaluation procedure.

## III COSTS OF PROCEDURES

The student is required to participate in the costs of the request for re-evaluation and appeal procedures. Generally speaking, these comprise:

- **for a request for re-evaluation:** CHF 100.-
- **for an appeal:** CHF 500.-

These amounts may be higher if the procedures involve more than the average amount of work.

The appeal authority and EPFL require that these costs be paid in advance, with a reasonable deadline for their payment and with the proviso that if the costs are not paid, the authority will refuse to consider the appeal. Under exceptional circumstances, the authority may waive the obligation to pay the totality or part of the costs in advance.

The costs are reimbursed to students who win their case.

## IV INFORMATION

Further information is available on request from juriste.daf@epfl.ch

Vice-Presidency for Education
Legal Affairs

Lausanne, 7 January 2008
**NB:** This document nullifies and replaces the version dated 2 November 2005
Status as at 1 January 2017

¹ Postal address updated on 11 May 2016