1 STUDY ATTAINMENT (OTHER THAN MASTER’S THESIS OR ASSOCIATED FINAL PROJECT, LICENTIATE THESIS OR DOCTORAL DISSERTATION)

1.1 Submitting an appeal to the teacher

Students dissatisfied with the grading of a study attainment may appeal against it either orally or in writing to the teacher in charge of the evaluation. The appeal against a grade of a study attainment shall be filed within 14 days of the date on which the student has been offered the opportunity to see the results and the evaluation criteria applied to their study attainment.

The decision of the teacher concerning the appeal shall be submitted to the student in writing and supplemented with instructions for appealing against the decision to the Academic Appeals Board (Item 1.2).

1.2. Appealing against the decision of the teacher

Students dissatisfied with the decision of the teacher concerning the appeal may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision. When calculating the appeal period, the day of notice shall not be included. The appeal shall arrive at the university before the closing time of the Registry (at 15.00) on the deadline date.

If the student is notified of the decision by an electronic message (by e-mail), the notification is deemed to have been received by the student on the third (3) day after mailing, unless proven otherwise.

If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise.

Address to the Aalto University Academic Appeals Board:
Aalto University Academic Appeals Board
Registry
P.O. BOX 11000
FI-00076 AALTO
kirjaamo@aalto.fi

The appeal must specify the following:

1) student name and contact information (address, e-mail address and telephone number)
2) date of student receiving notification of the decision
3) decision (name of the course and its teacher)
4) change sought with the appeal
5) grounds for the appeal (copies of documents on which the student bases his/her appeal if not already submitted to Aalto University).

2 MASTER’S OR LICENTIATE THESIS OR DOCTORAL DISSERTATION

The decision made regarding the evaluation shall be submitted to the student in writing and supplemented with instructions for appealing against the decision to the Academic Appeals Board (Item 2.1).

Right to appeal against the grading

The right of appeal means that students have the possibility to request for rectification if she/he believes that there has been an error in the grading.
2.1 Appealing against a thesis grade

Students dissatisfied with the grade of their thesis or doctoral dissertation may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision. When calculating the appeal period, the day of notice shall not be included. The appeal shall arrive at the university before the closing time of the Registry (at 15.00) on the deadline date.

If the student is notified of the decision by an electronic message (by e-mail), the notification is deemed to have been received by the student on the third (3) day after mailing, unless proven otherwise.

If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise.

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kirjaamo@aalto.fi

The appeal must specify the following:

1) student name, degree programme and contact information (address, e-mail address and telephone number)
2) date of student receiving notification of the decision
3) decision (incl. name of thesis and name of person responsible for grading)
4) change sought with the appeal
5) grounds for the appeal (incl. copies of documents on which the student bases his/her appeal if not already submitted to Aalto University).

3 CREDIT TRANSFER

The decision on credit transfer shall be submitted to the student in writing and supplemented with instructions on appealing against the decision to the body which has made the decision (Item 3.1).

Right to appeal against the decision regarding credit transfer

The right of appeal means that students have the possibility to request for rectification if she/he believes that there has been an error in the decision.

3.1 Appealing against a decision regarding credit transfer

Students dissatisfied with a decision regarding credit transfer may appeal against it either orally or in writing to the body which has made the decision within 14 days of receiving notification of the decision.

If the student is notified of the decision by an electronic message (by e-mail), the notification is deemed to have been received by the student on the third (3) day after mailing, unless proven otherwise.

If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise.

The outcome of the appeal against a decision on credit transfer shall be submitted to the student in writing and supplemented with instructions for appealing against the decision to the Academic Appeals Board (Item 3.2).

3.2 Appealing against the outcome of an appeal concerning credit transfer

Students dissatisfied with the outcome of their appeal may appeal against the decision in writing to the Aalto University Academic Appeals Board within 14 days of receiving notification of the decision. When calculating the appeal period, the day of notice shall not be included. The appeal shall arrive at the university before the closing time of the Registry (at 15.00) on the deadline date.

If the student is notified of the decision by an electronic message (by e-mail), the notification is deemed to have been received by the student on the third (3) day after mailing, unless proven otherwise.

If the student is notified of the decision by mail, the notification is deemed to have been received by the student on the seventh (7) day after mailing unless proven otherwise.

Address to the Aalto University Academic Appeals Board:

Aalto University Academic Appeals Board
Registry
P.O. BOX 11000 FI-00076 AALTO
kirjaamo@aalto.fi

The appeal must specify the following:

1) student name and contact information (address, e-mail address and telephone number)
2) date of student receiving notification of the decision
3) decision
4) change sought with the appeal
5) grounds for the appeal (copies of documents on which the student bases his/her appeal if not already submitted to Aalto University).

For more information about Academic Appeals Board, please go to [aalto.fi](http://aalto.fi) (login required)