

The following regrading procedure in the Programme Studies DEO applies to all the Modules of the programme from the academic year 2023-2024:

#### **A) Re-evaluation of Written Assignment**

---

If students disagree with the grades of their written assignment, they have the right, after discussing the matter with their Tutor, to ask for a reevaluation of their written assignment from the Module Coordinator, within ten (10) days. The Module Coordinator appoints a three-member committee to re-evaluate the student's assignment. The Tutor who initially corrected the written assignment is not included in this three-member committee. The re-evaluation of the written assignment must be completed within one (1) week and the final grade must be notified to all the involved bodies. At the same time the Module Coordinator has the duty to notify the corresponding Department for the submission of the new grade.

#### **B) Re-evaluation of exam paper - Final/Re-take exams**

---

If students disagree with the grades of their final exams, they have the right, after discussing the matter with their Tutor, to ask for a re-evaluation of their exam paper from the Module Coordinator, within three (3) days from the announcement of the grades. The exam paper is evaluated by a three-member committee in which the teaching staff who corrected the paper is not included. The reassessment of the exam paper must be completed within one (1) week and the final grade must be notified to all the involved bodies. It is emphasized that in case of re-examinations, student can request a re-evaluation within 2 days.