

An EPFL decision regarding studies can be challenged using the following procedure:

1. Request for reassessment (*demande de nouvelle appréciation, DNA*)

- A request for reassessment is an internal challenge procedure at EPFL. It is filed in order to have the School itself correct an EPFL decision. The decision most often challenged in connection with studies is the transcript of records¹ (with one or more grades being challenged).
- Requests for reassessment require at least one **ground for the challenge** (see below).
- Requests for reassessment must be filed no later than **10 days** after the decision being challenged was received. If the result of an exam is being challenged, this 10-day period begins once the transcript of records is received by mail. It is not necessary, however, to wait until then – an exam result may be challenged as soon as it appears on IS Academia. The challenge must be filed in the [Registrar's Office](#) or sent by mail or by email (attached as a PDF file) to the following office:

EPFL
Service académique
BP 1229 (Bâtiment BP)
Station 16
1015 Lausanne
sac-etudes@epfl.ch

Note: Filing a request for reassessment with EPFL has no effect on the 30-day time limit for submitting an appeal with the ETH Appeals Commission (see section 2 below). These two time limits run concurrently.

- Requests for reassessment must be filed in the form of an **explanatory letter**. EPFL does not require the request to be formulated in any specific manner, as long as it is comprehensible. Where necessary, EPFL may request additional details. However, in order to facilitate understanding, the letter should include all of the following items, if possible: the decision being challenged, basic information on the situation (such as the course ID and the name of the teacher, a brief summary of the relevant facts), the ground(s) for the challenge, the conclusion (i.e., the outcome that the student hopes to achieve), any supporting documentation (e.g., emails, screen shots, statements, certificates, and/or written instructions provided in class), as well as the signature of the student or of the student's representative.
- The person who files the request for reassessment is in principle asked to pay a fee to help defray the cost. Apart from exceptional cases, this fee is **CHF 100.00** per challenge and must be paid in advance in accordance with the payment instructions sent by the Registrar's Office. The fee will be refunded if the challenge is successful.
- The duration of the procedure may vary from a few days to several weeks, depending on the period in which the request is handled and the complexity of the matter.

➡ **The following should be taken into account** in connection with the ground(s) for the challenge:

- EPFL's decision will be corrected if it violates a legal rule or is based on an incorrect record of

¹ www.epfl.ch/education/studies/en/diplomas-and-official-documents/transcripts-records-grade-sheets/

the relevant facts.

Examples: A test may be voided if it was given orally despite rules providing for a written format (violation of a legal rule); a grade can be changed if the sum of the points awarded for each answer is incorrect according to the grading scale (facts recorded incorrectly).

(Please note: if the EPFL decision does not relate to exam results or to the student's promotion – which is uncommon in this context – it is possible to challenge the decision as inappropriate.)

- Requests that do not provide any grounds for the challenge will be dismissed.
- The following grounds are generally considered invalid:
 - Severity of grading (inappropriateness), in situations where there are no indications that the grader abused their discretion (e.g., an extreme case of arbitrary grading)
 - Difficult personal circumstances (family-related, financial, medical, etc.)

As a reminder, any student who is unable to attend an exam must announce this fact in keeping with the rules and then not take the exam. If a candidate takes an exam, the exam will be counted as an attempt and the resulting grade will be included in the grade point average.

- Borderline grades

Promoting a candidate whose grade point average is below the pass level would represent a violation of the law (legality, equal treatment of students, prohibition on arbitrary action). Such favoritism must always be refused.

Teaching staff verify borderline exam results for the Exam Conference.

Where the ground for the challenge is related to the grading of a test, the test in question should be consulted before it is challenged, time permitting.

2. Appeal

- An appeal is a challenge procedure that is external to EPFL. It is filed in order to have the ETH Appeals Commission (CRIEPF) correct an EPFL decision. The decision most often challenged in connection with studies is the transcript of records (with one or more grades being challenged).
- Appeals require at least one **ground for the challenge** (see section 1 above).

- Appeals must be sent to the following office no later than **30 days** after the decision being challenged was received:

**Commission de recours interne des EPF
Case postale
3001 Berne**

Note:

- Appeals sent from abroad must be received by the Swiss postal system within the 30 days time limit.
 - Filing a request for reassessment with EPFL has no effect on the 30-day time limit for submitting an appeal to the ETH Appeals Commission (see section 1 above). The two time limits run concurrently.
- Appeals must be submitted in the form of an **explanatory letter**, which must include a summary of the facts, the ground(s) for the appeal and a conclusion (i.e., the outcome that the student hopes to achieve). It must be accompanied by a copy of the decision being challenged and any supporting documentation (e.g., emails, screen shots, statement, certificates, and/or written instructions given in class). The letter must be signed by the appellant or his or her representative. It must be written in one of the official languages of Switzerland (in French, if possible); English is not accepted for this procedure. A Swiss mailing address is also required.
 - The appellant is in principle asked to pay a fee to help defray the cost. Apart from exceptional cases, this fee is **CHF 500.00** per challenge and must be paid in advance in accordance with the payment instructions sent by the ETH Appeals Commission. The fee will be refunded if the appeal is successful. A fee waiver request may be submitted in the event of considerable financial difficulty.
 - The duration of the procedure may vary depending on the period in which the appeal is handled and the complexity of the matter, but it will generally take at least six months. Depending on the situation, provisional measures may be requested from the ETH Appeals Commission.

Further information regarding these procedures can be obtained from Legal Services, within the Vice Presidency for Academic Affairs (legal.education@epfl.ch).