



Academic and Non-Academic Appeal Policy at the European Graduate School

This policy provides the steps and principles by which students and/or auditors of the European Graduate School ("the EGS") can appeal decisions related to academic standing, discipline, or any other institute-related issue that materially affects them. Students and/or auditors seeking advice about the appeals process are encouraged to contact the Administration Office of the EGS.

1. Purpose

The purpose of this policy is to ensure that all students and/or auditors are treated fairly and with equity, and that they have the opportunity to appeal any decision that may impact their academic or non-academic experience at the EGS.

2. Scope

This policy applies to all students and/or registered at the EGS for in-person, hybrid, or virtual courses.

3. Policy Statement

It is the policy of the EGS to provide a just and equitable process for the resolution of disputes. In case of dissatisfaction with any decision made by a faculty member or administrative body, students and/or auditors have the right to appeal following the guidelines provided herein.

4. Grounds for Appeal

An appeal may be made on one or more of the following grounds:

- a. There was a procedural error or irregularity which made a significant impact on an outcome.
- b. There was bias or the perception of bias in the decision-making process in question.
- c. The decision was not supported by adequate evidence.
- d. The penalty was too harsh given the circumstances.

5. Procedure

- a. Initial Resolution: Students and/or auditors are encouraged to resolve their concern informally with the person or office involved before initiating a formal appeal.
- b. Formal Appeal: If the issue is not resolved informally, students and/or auditors can initiate a formal appeal within 30 days of the decision.
 - i. The appeal must be submitted in writing to the appropriate authority or body (such as the Faculty Committee or Dean's office), explaining the decision being appealed, the reasons for the appeal, and the desired outcome.
 - ii. Supporting documentation should also be attached.
- c. Review: The reviewing body will consider the appeal and may request additional information from all parties involved.



- d. Decision on the Appeal: A decision will typically be made within 30 working days from the date of submission of the appeal.
 - i. The student and/or auditor will be notified of the decision in writing.
 - ii. The decision of the reviewing body is final.

6. *Confidentiality*

All parties involved in the appeal process must respect the confidentiality of the information shared.

7. *Non-Retaliation*

The EGS will not tolerate any form of retaliation against students who exercise their rights to appeal.

8. *Policy Updates, Amendments, and Modifications*

- a. This policy is subject to change at the discretion of the EGS.
- b. This policy will be reviewed periodically and updated as necessary to reflect changes in EGS policies and procedures.
- c. Any changes to the policy will be communicated to students through the EGS websites and other means of official communication.