EVALUATION OF EXAM RESULT APPEAL WORKFLOW PROCESS

Work Flow Process	Responsible
A student who wishes to appeal the exam result submits a petition to the Faculty Dean's Office within 3 business days following the announcement of the exam result.	Student
The petition received is forwarded by the Dean's Office to the relevant lecturer, and a response is expected within 3 business days.	Faculty
After the relevant lecturer conducts the necessary review, they report the result to the Dean's Office with a petition.	Lecturer
Is there a material error in the exam result?	
No → The Dean's Office informs the student that no material error has been found.	
Yes → The relevant lecturer informs the Dean's Office of the grade change.	Lecturer
The Dean's Office presents the grade change to the Faculty Executive Board.	Faculty Board of Directors
The decision on the grade change is forwarded to the Rectorate to be reported to the Directorate of Student Affairs. At the same time, the student is informed.	Faculty
The grade change is made in the Student Information System by the Directorate of Student Affairs.	Directorate of Student Affairs