



24 FEBRUARY 2017

## MEMORANDUM

**Re:**                    **Guidance on appeals by PhD students at the University of Copenhagen**

**Case handler**     Anne Mette Schaffalitzky de Muckadell

*In accordance with the PhD Order, you have the right to appeal for legality reasons against decisions by the University. In accordance with the common rules and guidelines for PhD courses at UCPH, you can also appeal for non-legality reasons against decisions made by the Head of the PhD School or PhD Committee. An appeal must be submitted within a deadline of two weeks from the date of a decision regardless of the type of appeal involved.*

All appeals against decisions are to be submitted to your PhD School regardless of what you wish to appeal against. The PhD School will then take care of the further process.

### **Appeals relating to legality issues**

Legality issues relate to compliance with applicable law, i.e. issues of a legal nature. This could for example be:

- Lack of hearing of the parties of consultation
- Non-compliance with consultation deadlines
- Lack of transparency in case processing
- Lack of appeals guidance

Appeals against decisions for legality reasons are considered by the Danish Agency for Institutions and Educational Grants, cf. Sec 29 PhD Order (Order No. 1039/2013). The grievance procedure is as follows:

1. You must submit your appeal to the PhD school within two weeks of having been notified of their decision. Your appeal must be in writing and give reasons.
2. The faculty will issue a report on the appeal for submission to the Rector with your appeal.
3. The Rector will send you the report to give you the opportunity to comment within a deadline of at least one week.
4. The Rector will forward the appeal to the Danish Agency for Science and Higher Education together with all the documentation in the case.
5. The Agency will confirm receipt and notify the expected turnaround time.

### **Appeals relating to *non-legality* issues**

Non-legality issues are those that are of an academic rather than a legal nature. This could for example be:

- Recommendations of the assessment committee
- Regular assessments
- Supervision
- Calculation/award of ECTS
- Other academic /educational judgments

Appeals on non-legality issues are considered by the Dean in accordance with the common guidelines for PhD Courses at the University of Copenhagen dated November 2014. The grievance procedure is as follows:

1. You must appeal to the PhD school within two weeks of having been notified of the decision. An appeal must be in writing and give reasons.
2. The appeal is then submitted to the Dean who will make a ruling on the issue.
3. The PhD School will notify you of the Dean's decision, which is final.

For more details, please visit the Ministry of Higher Education and Science Website at: <http://ufm.dk/uddannelse-og-institutioner/videregaende-uddannelse/klagevejledning?searchterm=klager>