**Form for Appeals under Sec. §21 FHG**

If there is a deficiency in the administration of an examination that has been assessed as negative, the student may file an appeal with the program director within two weeks (from communication of the negative examination result), which may annul the examination. If this exam was conducted by the program director, the appeal has to be filed with the *Head of the Academic Council (Academic Director)*.

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| ***To be filled out by the appellant*** | |
| ***Apellant information:*** | |
| Name: | Student number: |
| Degree Programme: | Type (full time / part time): |
| Semester: | Date: |
| ***Course information:*** | |
| Title: | Course type: |
| Lecturer: | Date of notification: |
| ***Enclosed documentation:*** | |
| ***Please enter all documents relevant to the review of the complaint and attach them to the form.*** | |
| examination minutes |  |
| further: | further: |
| further: | further: |
| further: | further: |

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| ***Description of the deficiency:*** |
| Detailed description of the deficiency in the administration of the exam  (if applicable with concrete references to the attached documentation) |

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| Further Information: |

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| ***Tob e filled out by AUS BFI Vienna:*** | |
| Opinion by Degeree Programme Director | Name: |
| Opinion by the Academic Director | Name: |
|  | |
| **The appeal is granted, the examination is annulled.** | |
| **Legal consequence:** The attempt at taking the examination that has been annulled is not to be counted towards the permitted number of attempts (Sec. 21 FHG, last sentence). The exam is to be resat within a reasonable period of time, for which Sec. 13 para 3FHG is to be considered (The concrete timeframe for resitting an examination has to take the scope and difficulty of the exam into account). The date of the examination is to be communicated in a timely manner. | |
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| **The appeal is rejected.** | |
| **Legal consequence:** For the time being, the result of the exam is valid. The appellant may, however, appeal the program director’s decision at the Head of the Academic Council (Academic Director), and the procedural rules of the Board of Appeals will apply. | |

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| ***Explanation oft the Decision:*** |

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| **Appeal received on** | |
| Date: | |
| via E-Mail | via regular Mail |
|  | |
| **Appellant was notified of examination result on** | |
| Date: | |
| via E-Mail | via CIS |
|  | |
| **Decision communicated to appellant via E-Mail on** | |
| Date: | |