Procedure to be followed in case of students contesting examination results

Dear Sir or Madam,

On the eve of the spring examination session, and based on what was observed during the autumn 2004 session, I would like to take this opportunity of reminding you of the following formalities:

If a student approaches you directly to contest an examination result:

- Inform them of the official procedure (details are in any case given on the back of every mark sheet), which consists of sending a letter, requesting a new assessment and explaining grounds and conclusions, to the following address:
  
  EPFL - Service juridique de la
  Vice-présidence pour les affaires académiques
  BP 1 142, Station 16
  1015 Lausanne

  The Registrar’s Office also provides students with information and offers them an explanatory brochure ([http://daawww.epfl.ch/daa/sac/textleg.htm](http://daawww.epfl.ch/daa/sac/textleg.htm)).

- If you receive the protest in writing, please forward it immediately to the legal service (plus envelope or indication of date of receipt).

  **Do not, under any circumstances, express your opinion to the student.** You are at liberty to listen to them but it is your responsibility to tell them that the EPFL will make a formal decision concerning their appeal. The attempts of certain students to glean missing marks by directly approaching teaching staff are on the increase and resulting in various practices at the EPFL. It is thus essential to respect the Vice-President’s exclusive competence to re-evaluate a mark once it has been awarded.

- Please inform your assistants that they too are obliged to respect these formalities.

The legal service (Mrs Flury Poffet tel. 3 60 35) will be pleased to provide any further information you may require.

Thanking you for complying with this procedure, I remain,

Yours faithfully,

Giorgio Margaritondo