

Below is a schematic representation of the procedure that applies when filing a notice of appeal with the CBE (Board of Appeals for Examinations). It is important to note that the diagram below does not mention all exceptions and that in some cases the procedure may be different from the one outlined below. For a complete overview of the CBE's appeal procedure including exceptions, please refer to the [EUR Regulations of procedure of the Board of Appeals for Examinations 2022](#).

Appeals may be made by students and extraneans.

### Contested decision received

- Examples of decisions that can be appealed (Article 2.2 of the Regulations of Procedure of the CBE)
  - Negative binding study advice
  - Decisions on final examinations
  - Decisions on admission to examinations
  - Decisions on further requirements on preliminary education
  - Decisions of examination boards and examiners

### Within six weeks after receipt: submit appeal to the CBE

- The notice of appeal must contain the following (Article 4.1(3) of the Regulations of Procedure of the CBE):
  - Name, student number, address, e-mail and phone number of person concerned;
  - Date the appeal was written;
  - Description of the decision against which the appeal is directed;
  - Copy of the decision against which the appeal is directed;
  - Reasons for the appeal

### CBE sends appeal to Defendant

- CBE requests defendant to explore with the party concerned **within three weeks** as to whether an amicable settlement is possible. (article 4.7 of the Regulations of Procedure of the CBE).
  - If an amicable settlement has been reached, the party concerned shall withdraw the appeal immediately.
  - If an amicable settlement has not been reached, the CBE will handle the appeal.

### No settlement reached?

- Defendant files a defense letter **within three weeks** after receiving the appeal (article 4.14 of the Regulations of Procedure of the CBE).
  - CBE sends defense letter to the party concerned.

### CBE determines date of hearing

- The parties will be summoned in writing for the hearing. (article 4.14 of the Regulations of Procedure of the CBE).
  - The goal is to schedule a hearing **within six weeks** after receiving the notice of appeal. The website shows the dates of which CBE hearings will be held in 2022.

### Handling of the appeal at hearing

- The appeal will be handled in a public hearing of the CBE, where the parties are heard in each others presence (article 4.16 of the Regulations of Procedure of the CBE).

### CBE reaches verdict

- The CBE will reach a verdict **within ten weeks**, calculated from the day following the expiry of the term for submitting the Appeal (article 4.9 Regulations of Procedure of the CBE).
  - The goal is to reach a verdict **within three weeks** after the hearing. .