

Procedure Examination Appeals Board TIAS

What is the Examination Appeals Board?

The Examination Appeals Board (EAB) is an independent committee within TIAS where participants can appeal decisions of the Examination Board or examiners. These include decisions on exemptions, examination results, penalties for plagiarism or other examination-related decisions. The appeal can only be lodged if the participant's interests have been directly affected by the decision.

The EAB does not assess the substantive correctness of a grade or assessment, but tests whether the decision-making process was careful and in accordance with the applicable rules.

Appeals topics

The appeals committee will rule on the following categories:

1. Decisions of the examination board:

- Rejection of request for additional examination opportunity.
- Refusal of exemptions or modified examination.
- Refusal of admission of subjects in the electives.

2. Decisions of an examiner:

- Reviews of examinations or theses for alleged carelessness or procedural errors.

3. Fraud cases:

- Allegations of (alleged) plagiarism or examination fraud.
- Sanctions, such as exclusion from tests.

Composition of the Appeals Committee

The committee consists of:

- Chairperson;
- Secretary;
- Two members from the academic staff.

The chairman and members are appointed by the Executive Management Team for terms of 3 to 5 years. They are not part of the institutional board. In case of conflict of interest, the member concerned shall refrain from handling the case.

The procedure

1. The appeal

Within six weeks of the disputed decision, the appeal must be received at eab@tias.edu.

The submitter will receive an acknowledgement of receipt from the secretary.

If the notice of appeal contains formal errors, the participant will be given the opportunity to correct it within a set time limit.

The notice of appeal shall contain at least:

- Name, address, place of residence, program, student number, telephone number and e-mail address;
- Reference to the decision, with copy of that decision;
- Grounds of the appeal and reasoning;
- If applicable, name of the examiner or committee responsible;
- Date and signature.

2. Admissibility

A notice of appeal is admissible if it is timely and complete. If incomplete or late, the participant must provide a reason. Without sufficient redress, the appeal may be declared inadmissible.

3. Amicable settlement

Before formally hearing the appeal, the EAB first examines whether an amicable settlement is possible. The examination board is asked to consult with the participant. Within three weeks it must be reported whether a settlement has been reached. In consultation, this period may be extended.

4. Statement of Defense

If no settlement has been reached, the examination board will submit a statement of defense. This will explain the original motives and the grounds for the appeal.

5. Hearing

If necessary, the EAB organizes a joint hearing at which both parties explain their positions. Representation by counsel or assistance by witnesses/experts is permitted, provided no later than three working days' notice is given.

The hearing is conducted by the chairperson. The EAB bases its judgment on the notice of appeal, statement of defense and what was discussed at the hearing. A hearing may be skipped if:

- The appeal is inadmissible;
- Both parties do not wish a hearing;
- The appeal is fully accommodated.

6. Ruling

The EAB aims to send the ruling within 2 to 6 weeks after the hearing.

In all cases, a decision is rendered within 10 weeks after receipt of the appeal (exceptionally extendable by 14 days).

If the appeal is upheld, the original decision is annulled (in whole or in part). The EAB does not make a new substantive decision, but may instruct the examination board to make a new decision or retake an examination.

7. After the decision

No appeal is possible against the decision of the Appeals Board.