

APPEAL INSTRUCTIONS

(general)

By virtue of Section 82 of the Universities Act (558/2009, later UA), anyone dissatisfied with a decision in a matter concerning him/her may appeal the decision to the University of the Arts Helsinki.

Appeal period

Within 14 days

1. Of the publication of results (UA Section 82.1 , student admissions);
2. Of receiving the decision from the University of the Arts Helsinki (UA Section 82.2, losing the right to study);
3. Of being notified of the decision (UA Section 82.3, grading of a demonstration of proficiency [or dissertation or thesis])
4. Of the notification of the assessment results as well as of the assessment criteria applied in the case (UA Section 82.4, other study attainments);
5. Of receiving the decision from the University of the Arts Helsinki (UA Section 82.4, credit transfer);
6. Of being notified of the decision (UA Section 82.4, a decision by the person responsible for the grading or credit transfer referred to in 4 and 5 above)

With regard to demonstrations of proficiency [or theses and dissertations], the student is considered to have been notified of the decision when he or she is notified of the grade and the application of assessment criteria to his or her study attainment (UA Section 44)

Submittal of an appeal

The appeal request should be addressed to the University of the Arts Helsinki. The request must be made in writing or by email and delivered to the registry office of the University of the Arts Helsinki. The application must reach the registry office by 3.00 PM on the last day of the appeal period. Requests for appeals are sent at the sender's own risk.

University of the Arts Helsinki Registry
P.O. Box 38 / Töölönlahdenkatu 16 C
FI-00097 UNIARTS
kirjaamo@uniarts.fi

In cases referred to in sections 4 and 5 above, the appeal request should be submitted directly to the person who made the decision on the grading. These types of appeal requests can also be made verbally.

Content of the appeal request

The appeal request must contain the following information:

- The sender's name and contact details
- The sender's claims
- Grounds for the request

The appeal request must include the documents related to the appeal, unless these documents are already in the possession of the University of the Arts Helsinki.

Ban on appeals, etc.

A decision which can be appealed by virtue of Section 82 of the Universities Act may not be appealed to the administrative court before the appeal procedure is completed. The decision on the appeal request can be appealed to the administrative court. However, a decision made through the appeal procedure concerning the assessment of study attainments and credit transfer at the University of the Arts Helsinki cannot be appealed to the administrative court.