

## Request for explanation of grade awarded - external candidates/candidates without admission to study

The right to request an explanation of a grade awarded is founded in § 5-3 of the Universities and Colleges Act, as well as § 6-2 of the Regulation of studies at the Norwegian University of Science and Technology (NTNU).

**Deadline:** The deadline is three weeks after the grade is announced.

**Note:** If you are a regular student, the deadline for submitting the form is 1 week after the grade is announced and you must apply through [Studentweb](#).

For oral or practical examinations, you must request an explanation immediately after being informed of the grade. If grades are given for different parts of the examination, you may request an explanation for each part.

**Anticipated response:** The explanation should normally be provided within two weeks. The explanation is given orally or in writing at the examiner's discretion. You may not request an explanation before the examination result is announced.

**Name:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Student number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode and city:** \_\_\_\_\_

**Phone and e-mail address:** \_\_\_\_\_

**Course code and course name:** \_\_\_\_\_

**Candidate number:** \_\_\_\_\_

**If your request for explanation concerns just a part of the examination, please specify the form of assessment involved:** \_\_\_\_\_

Send to the faculty to which your course belongs. If in doubt, you can find the correct department on the [Course webpage](#). When you know the correct department, you can find the correct faculty using the [Faculty list](#).

**Faculty:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_