

**To the attention of students who want to have a look through their written assignments after reception of their exams' grades**

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Checking of the corrected written exams' assignments of the session (not the seminars) is only possible by setting an appointment via internet according to the instructions given via an email. The registration is unique, per person, and cannot be modified, cancelled or replaced, the chosen date is final and the student is request to comply.

This personal consultation will take place only in the premises of the administration of the faculty, on the day and time set and within the allocated time limit.

Exceptionally, the student may be accompanied by a representative with the benefit of a power of attorney (identification will be required).

**Please be on time, as no extension will be granted in case of late arrival.**

We give 10 minutes for each exam.

**As far as we can, we will put at students' disposal all assignments' solutions (paper, website ...) so that they can verify the relevance of their answers and avoid asking questions out of subject.**

We would like to draw the attention to the fact that only the Appeal's Commission is competent as the faculty's appeal authority in case of non-agreement with the grade(s).

Accordingly, even if an assistant or a professor attends the consultation and gives some opinion regarding the correction, any request for a review of the correction must be made in accordance with Article 53 of the Faculty's regulations, which is a **letter duly motivated and addressed to the Faculty's Dean, sent by registered postal mail within 30 days after reception of the results.**

HEC Deanship