

## INFORMATION SHEET ON LEGAL REMEDIES

### for higher technical colleges with a performance mandate from the Canton of Lucerne

Decisions made by universities of applied sciences (e.g. regarding disciplinary measures, admission, promotion or awarding of diplomas) may be reviewed by the Department of Education and Culture of the Canton of Lucerne for their legality.

#### 1. Contact with the school management and inspection of files

If you do not agree with a decision made by the university of applied sciences, we recommend that you speak to the school management before the appeal period expires and request access to the files. If you still do not agree with the decision, you can lodge an appeal against it. Please note the following.

#### 2. Appeal body

The appeal must be submitted to the **Department of Education and Culture of the Canton of Lucerne, Bahnhofstrasse 18, 6002 Lucerne.**

#### 3. Time limit for appeal

The appeal must be submitted to the Department of Education and Culture of the Canton of Lucerne **within 20 days of receipt of the decision.** This deadline cannot be extended and is not interrupted by a discussion with the school management or an inspection of the files (§ 51 Para. 2 of the Vocational Education and Training Act, BWG).

#### 4. Content, form and justification

The notice of appeal must be signed and submitted in duplicate. It must contain an application and a statement of grounds. The contested decision must be enclosed.

You must provide detailed reasons for your application. This means that you must explain in detail why you cannot understand the decision of the university of applied sciences and why you consider it to be unlawful.

#### 5. Procedural costs

If you lose your appeal, you will have to bear the costs of the proceedings.

On behalf of the School Directorate SHL

Christa Augsburger

#### **Note on this information sheet:**

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