

Exemption form

Request to exemption of one subject of a MB course

Name and given names	
Student registrationnumber	
Current address	
Zipcode /place of residence	
Telephone number	

Requests exemption of the following course:

- Bachelor field* : BK / TBK / BSK / GZW / ES / BIT
 Master field* : BA / IE&M / PA / HS / ES / B&IT
 Subject of the old style study programme* : Ir. TBK / Drs. BSK

Course code, name course and EC	EC
Lecturer	

On grounds of her/his prior education

Name of institution	
Address/telephone number	
Major	
Number of academic years completed	
Diploma obtained in (year)	

And the examination, which the student has passed in the corresponding subject.

Name of subject and EC	EC
Obtained on (date)	
Requested on (date)	
Signature student	

Please fill out all fields completely and hand it in at the Office for educational affairs MB (Spiegel 100)	
Name lecturer	
Results and brief motivation in case of rejection	The lecturer declares the request to be* <input type="radio"/> accepted <input type="radio"/> rejected, because...
Signature lecturer	date
Results and brief motivation in case of rejection	The Examining Board declares the request to be* <input type="radio"/> accepted <input type="radio"/> rejected, because...
Signature of secretary of the Examining Board	date

- Check the applicable

Indications on how to fill out the exemption form

How to fill out the exemption form.

1. Each exemption should be requested separately. Each form should be provided with documents of evidence. Forms that are not completely filled out and which are not provided with documents of evidence will not be carried out.
2. Please send the exemption form to the lecturer involved. Subsequently to that the form should be sent to the office for educational affairs MB.
3. The office for educational affairs will present the request to the Examination Board.
4. The Examination Board informs the office for educational affairs. The latter will inform the student and will carry out the request.
5. Exemptions should be requested at least 6 weeks before the subject in question will be examined.
6. Below or in the attachment please mention:
 - the definition of the content of the subject, the reason of exemption;
 - the obliged literature given and the chapters which should be examined (consult lecture notes);
 - in which year the student attended the subject;
 - the hours spent to the subject per week; which semester / trimester/ block;
 - the credit obtained (attach documents of evidence);
 - Others.
