

Exemption form Faculty BMS

Request for exemption from one or more exams or tests or from a practical exercise

Name, initials and given name	
Student number	
Current address	
Zip code/ place or residence	
Telephone number	

Programme:	Please mark the programme you are in
Bachelor	<input type="checkbox"/> BK / <input type="checkbox"/> BSK / <input type="checkbox"/> CW / <input type="checkbox"/> EPA / <input type="checkbox"/> IBA / <input type="checkbox"/> OWK / <input type="checkbox"/> PSY / <input type="checkbox"/> TBK
Master	<input type="checkbox"/> BA / <input type="checkbox"/> CS / <input type="checkbox"/> ES / <input type="checkbox"/> EST / <input type="checkbox"/> IE&M / <input type="checkbox"/> LVHOM / <input type="checkbox"/> MEEM / <input type="checkbox"/> MPM / <input type="checkbox"/> MPS / <input type="checkbox"/> MRM / <input type="checkbox"/> PA / <input type="checkbox"/> PSTS / <input type="checkbox"/> SEC /
Pre-master	<input type="checkbox"/> BA / <input type="checkbox"/> CS / <input type="checkbox"/> ES / <input type="checkbox"/> EST / <input type="checkbox"/> IE&M / <input type="checkbox"/> MPS / <input type="checkbox"/> PA / <input type="checkbox"/> PSTS / <input type="checkbox"/> SEC

Course OR module name	
Course OR module code	
EC's OR weight in module	
Name examiner	

Information on the organisation of prior education	
Name of organisation of prior education	
Major	
Diploma obtained in (year)	

Information on the course on which the requested exemption is based	
Name and code course	
Number obtained EC's and grade/mark	
Obtained on date	
Literature	
Describe in case of prior achieved knowledge	

Date request	Signature student	

Please hand in completely filled out at the Examination Board			
* with the signature on this form the lecturer declares that the content of the prior education is equal to the content of the course/module(-part) for which the exemption is requested. The Examination Board decides if the exemption can be approved.			
Name examiner *	Name module coordinator	accepted <input type="checkbox"/> yes <input type="checkbox"/> no	
Motivation			
Signature	Signature		
Examination Board		<input type="checkbox"/> accepted	<input type="checkbox"/> rejected
Motivation			
Signature			
Registry	Decision	<input type="checkbox"/> finished	

Information on what to do to get an exemption

1. Requests for an exemption should be submitted at least five weeks before the exam of the course will take place.
2. Requests need to be submitted through the web application form on the website of the examination boards, www.utwente.nl/en/bms/examboard/.
3. For each course that you want an exemption for you must make a separate request. Each form has to be completed with all the necessary information. Information or help can be obtained from your study advisor.
4. Send the complete filled out form to the examiner (make an appointment before you sent the form). Make sure you have all the necessary information digitally available.
5. After you received the necessary signature with acceptance or rejection of the examiner you can submit it to the Examination Board per web application form.
6. After the final decision the Board will inform all parties involved.
7. Further information on the information you have to submit:
Literature – as much information as possible on books (articles, readers), chapters or parts the examination you were examined.
Number of EC's – how much time you spent on the course / examination.
Other essential information on the subject of exemption.
8. If you like to make a request for an exemption in case of demonstrated prior achieved knowledge it should be made clear where and when these competences have been obtained. It also needs to be motivated in what way these competences relate to the competences of the course of exemption.