

All requests to the examination boards must be made through the web application form on the website of the examination boards of BMS. In your letter you should quote the rule(s) from the WHW, EER and/or R&R that apply to your specific request. Also hand in all required attachments (see information on the website). Below you will find an example of a good motivational letter from a (fictitious) IEM MSc student who wants to graduate Cum laude (with distinction) in spite of the fact that he does not meet all the requirements the educational programme has set.

SAMPLE LETTER:

Arjen B. Student
Universiteitsweg 1
7512 CA ENSCHEDE
a.b.student@student.utwente.nl

To the examination board MS
Faculty of Behavioural, Management and Social Sciences

Re: Request Cum laude

Enschede, 1 September 2016

Dear members of the examination board MS,

I am a master student IEM. I would like to ask you to be qualified for graduating cum laude. According to the information in the programme specific appendix of IEM to the EER, chapter 6a 1, 2 and 3, these are the conditions for cum laude:

a: graduation with distinction

1. Industrial Engineering and Management has a regulation for graduating with distinction for the first-degree Master's programme. If upon sitting the Master's examination, the student has given evidence of exceptional capability, 'cum laude' (with distinction) will be recorded on the degree certificate.
2. A student is considered to have exceptional capability if each of the following conditions is met:
 - a. the average mark awarded for the study units of the master examination is at least 8;
 - b. in the determination of this average, the units that were not evaluated with a numerical mark or for which an exemption was granted are not considered
 - c. no study unit was evaluated as not passing, and no more than one unit was evaluated with a mark of 6;
 - d. the mark for the final unit (Master's project or Master's thesis) is at least a 9
 - e. for the first degree programmes, a two-year Master's programme must have been completed within 30 months.
3. In exceptional cases the Examination Board may grant the designation of „cum laude“ if the conditions mentioned in paragraph 2 above have not been fully met. The rules applied by the Examination Board can be found in the Rules & Regulations of the Examination Board.

I do not meet the requirement of completion within 30 months, because in my second year I had a serious accident with my bike that took me 4 weeks to recover from. After that I wasn't able to study at a 100% rate for about one more month. Nevertheless I think I qualify for cum laude because of my exceptional results. I discussed this with my study advisor and he supports my request. See attachment 1 for his statement. Also I attached a detailed study progress overview (attachment 2).

I look forward to your decision on this.

Yours sincerely,

A.B. Student
s1234567