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| **Exemption form Faculty BMS** |
| **Request for exemption from an exam, test or practical exercise** |

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| Name, initials and given name |  | | |
| Student number |  | | |
| Telephone number |  | | |
| Programme | BSc / PM / MSc |  | |
| Date request |  | Signature student |  |

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|  | **I apply for an exemption for** | **Based on previously completed  study unit / education** |
| Module name |  |  |
| Module code |  |  |
| Study unit name |  |  |
| Study unit code |  |  |
| Name examiner |  |  |
| ECs AND/OR weight in module | EC / weight | EC / weight |
| Date obtained (grade) |  |  |
| Name of faculty & programme or organisation of prior education |  |  |
| Diploma obtained in (year) |  |  |
| Literature (describe in case of prior achieved knowledge) |  |  |
| Other essential information |  |  |

**To be filled out by the examiner and coordinator**

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| With the signature the examiner and the module coordinator **confirm or reject** that the content of the prior education is equal to the content of the study unit for which the exemption is requested (equal ILOs).  **Please note**: the examination board decides if the exemption can and will be approved. | | | |
| YES / NO  circle your choice | Name and signature examiner | N: | S: |
| YES / NO  circle your choice | Name and signature module coordinator | N: | S: |

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| **Please hand in completely filled out at the Examination Board** |

**To be filled out by the (registry of the) Examination Board**

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| Decision no.: | Date: | □ accepted | □ rejected |
| Motivation |  | | |
| Name and signature registry | N: | S: | |

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| **Information about filing for an exemption** |

1. Requests for an exemption should be submitted at least 6 weeks before the (1st) exam of the study unit will take place.
2. Please read the relevant information on exemptions:

<https://www.utwente.nl/en/bms/examboard/for-students/exemption/>

1. Requests need to be submitted through the web application form on the website of the examination boards, https://www.utwente.nl/en/bms/examboard/web-application-form/
2. For each exemption you will have to fill out an (separate) exemption form. Each form has to be completed with all the necessary information. Information or help can be obtained from your study advisor.
3. Make an appointment with your examiner to discuss the exemption. The examiner may sign the form if (s)he agrees that the prior education is equal to the content (ILOs) of the study unit / module for which the exemption is requested. Make sure you have all the necessary information (digitally) available.
4. After you received the necessary signature of the examiner and module coordinator you can submit your request per web application form it to the Examination Board.
5. The Examination Board decides about the exemption and will inform all parties involved through the final decision.

Explanation on the information you have to submit:

Number of ECs / weight: please mention the number of ECs and/or weight in the module. Or mention how much time you spent on the course / examination.

Literature: as much information as possible on books (articles, readers), chapters or parts the examination you were examined.

Other essential information: all other information on the subject of exemption.

If you want 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.