

EXPLANATION

A request to the Examination Board (EB) must be substantiated. For you as a student, it is important to explain to the EB what the consequences are of a rejection or a grant of a request in the light of your study progress or academic pressure.

To make a decision on a request, the EB considers the following:

- The consequences on study progress and/or study pressure of the student;
- The consequences on the workload of the teacher/examiner;
- Special circumstances that justify a deviation from the rules;
- The interests of the EB and the Program Management (high-quality assessment of learning objectives and final competencies of the course).

Based on the experience of the Examination Board members, the perspectives of the EB, the program, and the examiners are usually sufficiently represented. If necessary, the EB will request additional information from the program or the individual instructor/examiner. The EB has no insight into your current situation and the reason and reasonableness of your request. Therefore, you must describe this in your letter.

YOU MUST MENTION THE FOLLOWING IN EVERY REQUEST:

What is your request?	- What do you want? (This is a fixed part of the online form)
Exception:	- To which article in the general EER, program-specific EER, or Rules and Regulations of the Examination Board are you requesting an exception?
Reasons for your request:	- Why is it necessary to request an exception? How did the current situation arise?
	- What are the consequences if the request is not granted? (For example, impact on study progress and/or workload, costs)
Study Progress	- Your study progress to date. Are you completing your studies according to schedule? If not, what components are missing (compared to what could have been), and how does this affect your expected study progress?

SPECIAL CIRCUMSTANCES

If there are special circumstances that have influenced the current situation, you can simply describe the nature of the circumstances (e.g., illness, death of a family member, etc.) and how they have affected you personally (e.g., not being able to prepare for the exam for 5 days from February 5th to 10th). If necessary, you can provide the study advisor with more details. We advise you to always report any special circumstances to the study advisor as soon as possible! The study advisor represents your interests within the examination board.

GENERAL TIPS

- Write briefly, politely, and grammatically correct
- Keep copies of sent and received letters, documents, and forms

DEPENDING ON THE REASON FOR YOUR REQUEST, IT MAY BE NECESSARY TO SUPPLEMENT YOUR REQUEST WITH ADDITIONAL INFORMATION. YOU CAN FIND THIS INFORMATION ON THE NEXT PAGE!

A request for: **EXTRA OPPORTUNITY**

- Reason for not obtaining the regular opportunity(s)
- Period (quartile and, if possible, month) of the next regular opportunity

A request for: **EXTENSION OF THE GRADUATION PERIOD**

- Original content and schedule
- Adjusted content and schedule
- Cover letter from the graduation committee with:
 - ☐ Support for the request
 - ☐ Confirmation of the validity of the reason for the delay
 - ☐ Confirmation of the feasibility of the adjusted schedule

A request for: **CHANGE OF LANGUAGE AND/OR CONFIDENTIALITY OF THESIS**

- Cover letter from the graduation committee with:
 - ☐ Support for the request
 - ☐ Confirmation of the validity of the reason for the request

A request for: **RETENTION OF PARTIAL RESULTS:**

No additions required

A request for: **EXEMPTION**

- Completed exemption form signed by the teacher/examiner of the GZW/HS educational unit

A request for: **INDIVIDUAL PROGRAM**

- Modified study plan (How does the study plan differ from the usual study plan?)
- Cover letter from the Study Advisor with:
 - ☐ Support and explanation for the request
 - ☐ Confirmation of the feasibility of the study plan

A request for: **EXCEPTION TO THE STARTING REQUIREMENT FOR A MINOR OR GRADUATION ASSIGNMENT**

- Explanation of why you do not meet the starting requirements (which components are you missing?)
- Explanation of why you can complete the minor or graduation assignment without this component(s).

A request for: **POSTPONEMENT OF DIPLOMA:**

No additional information required

A request for: **EXCEPTION TO THE CUM LAUDE REQUIREMENTS**

- Specific requirement for which you are requesting an exception
- Reason for not meeting this requirement
- Cover letter from your graduation committee supporting your request

Do you have another request? For questions and/or advice, please contact the Examination Board (examencommissie-gzw-hs@utwente.nl) or the study advisor (a.h.prins@utwente.nl).