

Request for an extra resit due to personal circumstances

Please submit this form **digitally** via BoardofExaminers-CEG@tudelft.nl
NOT FULLY COMPLETED FORMS WILL NOT BE PROCESSED

Name: _____
 Student email: _____
 Student number: _____
 Starting date programme: _____

Programme: Bridging Bachelor Master
 AES CIE TIL CME ENV

Requests an extra resit for the following course, due to extraordinary circumstances:

Course code:	Course title:

Contact with the academic counsellor

Did you discuss this request with the academic counsellor? Yes No →

Date you consulted the academic counsellor: _____

Without prior contact with the [academic counsellor](#) your request will not be processed.

Name of the academic counsellor you discussed this request with:

Jorieke van Harten Pascal de Smidt Anneloes Klapwijk Marian Roodenburg

Please mention in a few words the advice of the academic counsellor.

Additional other person(s) you consulted about this request (include evidence with your request) _____

Earlier opportunities to pass the course

Did your extraordinary personal circumstances influence both of last exam opportunities of this course?

Yes No →

You can only be eligible for an additional resit if your request meets the conditions set by the Board of Examiners.

Please explain below how your circumstances have influenced both last exam opportunities for this course.

Special personal circumstances

Your request has to be supported by additional documents. Are you able to support your request with plausible and independent prove of your extraordinary personal circumstances?

Yes, I have added the following documents No →

It is important that the Board of Examiners can objectively verify that there are extraordinary personalcircumstances which have influenced your (ability to) study.

- Written statement of (student) physician/psychologist;
- Written proof of functional disability;
- Copy of death certificate/funeral card
- Other: _____

Last course

Is this the last course you have to pass before you can graduate? Yes No
(master students must include a statement from the chair of their graduation committee)

You can only be eligible for an additional resit if your request meets the conditions set by the Board of Examiners.

Motivate your request

Motivate your request for an extra resit. Formulate your motivation as clearly as possible (only use text box).

Please note that requests should be received by the Board of Examiners at least 15 working days before a Board meeting (see [website](#)). After your request has been discussed in the Board of Examiners meeting, you will be informed about the outcome within 14 working days, via email. You will not be informed beforehand. Please realize that, in case of a positive decision by the Board of Examiners, the information you provided and which is mentioned in the decision letter, will be shared with the academic counsellor and SPA. Your request will be processed in accordance with the [Rules and Regulations of the Board of Examiners](#). For more information, please visit the [CEG student portal](#).

Do not forget to attach the required documents in PDF to this document!

To be filled in by the Board of Examiners (for internal use only)

Advise of the Secretary to the Board: