

Application Form Exemption Course

A request for an exemption of a TU Delft EEMCS course can only be based on a **completed course** elsewhere with comparable content and learning objectives.

**For each course** for which you are requesting an exemption (1) provide a motivation of your request and add supporting documents about the content and learning objectives (2), and submit this for review to the responsible lecturer of the course for which you wish to be exempted (3). In case exemption is requested based on courses obtained abroad, then a statement must be attached from the [**EEMCS International Office**](https://www.tudelft.nl/en/student/eemcs-student-portal/organisation/international-internship-office) about the level of the foreign educational institution where the course was obtained.

**Send all the information (1,2,3,4) to the** [**Board of Examiners of your study programme**](https://www.tudelft.nl/en/student/eemcs-student-portal/organisation/board-of-examiners)  **(in 1 PDF) who will assess your request.**

If you have any questions about the content of the course, please contact the responsible lecturer.

For questions regarding your study planning and/or the exemption procedure, please contact [**the study counsellors**](https://www.tudelft.nl/en/student/eemcs-student-portal/organisation/academic-counsellors).

|  |
| --- |
| **1. Student Contact Details** |
| Student name (+ initials): |       | Student number: |        |
| Programme: |       |
| **Course for which exemption is requested:** |
| **Course Code** | **Course Name** | **EC** | **Level** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **Exemption is requested based on:** |
| **Course Code** | **Course Name** | **EC** | **Date Result** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **2. Motivation and supporting documents:** |
| I added information from the studyguide: | [ ]  yes |
| I added copies of a certificate, a certified grade list, or other relevant materials: | [ ]  yes |
| I discussed the request with a study counsellor: | [ ]  yes | [ ]  No |
| Motivation for your request:**MANDATORY FIELD** |

|  |
| --- |
| **2. Advice responsible lecturer concerning exemption request:** |
| The request for an exemption is justified on the basis of the provided documents: | [ ]  Yes |  | [ ]  No |
| **Advice and explanation:** |
| **MANDATORY FIELD** |
| Name: |  | Signature: |
| Date: |  |

**Check carefully before submitting the form to avoid delays!
Incomplete applications will not be processed.**

|  |
| --- |
| **3. Decision sub-Board of Examiners** |
| [ ]  The request for an exemption has been approved | [ ]  The request for an exemption has **not** been approved |
| **Motivation from the sub-Board of Examiners**  |
|  |
| **Signature sub-Board of Examiners** |
| Board of Examiners: |  |
| Name: |  | Signature: |
| Date: |  |