

Application form request extra resit

Completely fill out part 1 and part 2 of the form and send it together with relevant documentation via e-mail to the sub-Board of Examiners of the own programme. Discuss an intended request for an extra resit with the academic counsellor on beforehand.

Note: incomplete requests will not be processed!

1. Student contact details			
Name student (+ initials):		Student nummer:	
MSc programme:			
Requests for an extra resit for:			
Course code	Course name	EC	Level
Explanation request:			
An extra resit can be approved of, in case the following prerequisites are met. Please indicate below.			
This is my last remaining course:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have utilised all possible attempts to pass the exam:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am a (near to) nominal student (2 nd or 3 rd year):		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Without the extra resit I would be unnecessarily delayed:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Personal circumstances that are known to the academic counsellor will be involved in the consideration for an extra resit.			
Request discussed with academic counsellor		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explanation student: ...			
Date:	Signature student:		

2. Advice academic counsellor (obligatory in case of personal circumstances)			
Name:		Signature academic counsellor:	
Position:			
Date:			

3. Decision sub-Board of Examiners			
<input type="checkbox"/> The request for an extra resit is approved		<input type="checkbox"/> The request for an extra resit is not approved	
Explanation decision sub-Board of Examiners			
Signature decision sub-Board of Examiners			
sub-Board of Examiners:			
Name:		Signature:	
Position:			
Date:			

Check carefully before submitting the form to avoid delays.