**Application Form for Applying Compensation Regulation**

**Faculty of Humanities**

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| If the e-Prospectus of your study programme specifies that you do not need to pass all study components in order to obtain your diploma, you may make use of the compensation scheme. You can use this form to request the Board of Examiners to apply the compensation scheme in your case. Complete the form and hand it in to the Student Affairs department. Incomplete forms will not be processed by the Board of Examiners. Before you complete this form, check in the e-Prospectus whether your study programme allows for a compensation scheme. If in doubt, speak to your *Coordinator of Studies*.  |

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| **Name** |  |  |  |
| **Student ID** |  | **E-mail** |  |
| **Study programme** |  | **Mobile** |  |

I hereby request the Board of Examiners to apply the compensation scheme to my programme:

|  |  |  |
| --- | --- | --- |
| Course marked as fail | Code | Final grade |
|  |  |  |
|  |  |  |
| Course(s) used to compensate for fail | Code | Final grade |
|  |  |  |
|  |  |  |

Signature applicant: Leiden, date:

|  |  |
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| **To be completed by Secretariat:** |  |
| **Letter IN** |  | **Letter OUT** |  | **Approved by Board of Examiners**  | * **YES**
 | * **NO**
 |
| Date | Initials | Date | Initials | Date | Name | Signature |
|  |  |  |  |  |  |  |

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| If you wish to appeal against this decision, send a letter containing a copy of the decision to the Examination Appeals Board, P.O. Box 9500, 2300 RA Leiden, the Netherlands. The letter should be sent within six weeks of the date the decision was dispatched. In the letter of appeal, state clearly why you do not agree with the decision. Your letter must be signed. |