**Application Form for Alternatives to Regular Assessment Faculty of Humanities**

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| You can use this form to request the Board of Examiners on the basis of exceptional circumstances to make an individual exception in your situation with respect to testing, in contrast to what is specified in the Course and Examination Regulations and the prospectus.  Complete the form and hand it in to the Student Affairs department. For the various deadlines see the webpage of your programme.  Incomplete forms will not be processed by the Board of Examiners. |

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

Check as applicable:

* Request for additional resit

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| Course | Lecturer | Code | Date resit |
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* Request for postponing deadline

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| Course | Lecturer | Code | Date deadline |
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* Request for alternative testing format

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| Course | Lecturer | Code | Date examination |
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| **Motivation** |
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Signature applicant : Leiden, date:

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| **To be completed by the Secretariat:** | | | | **Seen by study coordinator** | |
| **Letter IN** |  | **Letter OUT** |  |  | |
| Date | Initials |  | | Date | Signature |
|  |  |  | |  |  |

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| **Decision Board of Examiners** | | **Motivation decision Board of Examiners** |
| **Approved**  **Denied** | |  |
| Date | 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. |

Rules for submitting/handing in this form:

1. If a student wishes to put together his/her own elective curriculum, the student must request approval of this curriculum **prior to the start date of the courses**.
2. The student should enter all the courses and relevant details in the form digitally. Forms that are completed by hand will not be processed.
3. The completed form should be printed and discussed with the study coordinator.
4. Once the study coordinator has signed the form ‘as seen’, the student must scan the (signed) form and send it by e-mail to the functional mailbox of the relevant Board of Examiners.
5. If it is not possible to scan the form, the form can, as an exception, be handed in to the desk of the Student Affairs department, where it is placed in the relevant in-tray.