

## Examination Committee request information

In this document 'request information' you first find some general information about submitting a request to the Examination Committee. After that the different requests and information on them can be found, organized by topic:

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### When submitting a request to the Examination Committee:

- Use the EC request form. (see Forms and Files page) You need a different form for Quarantine requests.
- Always refer to the corresponding article(s) in the Program and Examination Regulations (PER) or the Examination Regulations (ER). These regulations can be found on the Forms and Files page. They are often already indicated in the request information to support you. Make sure to read the corresponding article so you are fully aware of their content. In the Bachelor there are 2 different PER documents. Which one you should use depends on when you started your program.
  - o PER BR = Before Bachelor college redesign, started before September 2023
  - o PER AR = After Bachelor college redesign, started on or after September 2023
- Be clear and concise in your argumentation.
- Collect evidence to support your request.
- If necessary, include support from your teacher coach
- Hand in your requests timely to [Examination.committee.ID@tue.nl](mailto:Examination.committee.ID@tue.nl) for the meeting. The deadlines for the meetings can be found on the Forms and Files page. For a Double Degree request you submit your information differently (see request for double degree for more information)
- Only requests with all necessary information will be discussed by the Examination Committee.
- Make sure to have discussed your draft request (either through email or in a meeting) with your Academic advisor before handing it in. She will only give feedback once on your draft request.
- Always submit a request timely, so before your learning activities start.
  - o For Delay awarding of your diploma request this needs to happen latest within 1 week after receiving your final result.
  - o For Quarantine requests this needs to happen at least four weeks before the start of the exam period.

## A: Study program requests

**1. Request to do more than 15 ECTS outside ID** as part of elective space (BA BR PER article 3.7.3) for generations before September 2023.

When choosing what to do as part of your 45 ECTS elective space (This excludes your USE learning line), specific approval from the Examination Committee is necessary when including more than 15 ECTS of non-ID courses as part of your elective space.

This includes non-ID electives and elective packages at the TU/e, but also coherent minors at other Dutch universities (excluding the minors of the corresponding IO programs of Delft and Industrial design engineering program of Twente).

When you do an exchange at one of our partner universities and you have completed another non-ID elective you also need to request approval for your elective space from the Examination Committee.

An essential part of your request is information on the following subjects:

- Your individual learning goals for the specific courses and a link to your overall competence of design;
- Description of the learning activities and their levels, including a weblink to the descriptions;
- Information (weblink if possible) whether it is a coherent package; if not, explain why you think it is a coherent and deepening program of 25 ECTS (2 packages worth 10 and 15 ECTS);
- A complete overview of your 45 ECTS elective space, including course codes, ECTS, names and levels of courses (USE learning line not included). Make sure to include at least 20 ECTS of level 2/3 courses, of which at least one level 3 course.
- Written support from your teacher coach using the Formal approval form.

**2. Request for an internal double diploma** (BA PER appendix 4, both BR and AR)

If you would like to obtain a double diploma in ID and another TU/e department you need to submit a request to both Examination Committees and ask for their approval. See also the Double diploma information on the [Forms and Files page](#) of the ID online education guide for more information and the general [TU/e information](#) on double diplomas. Make sure to request this to both Examination Committees before the start of your 3<sup>rd</sup> year of enrollment at TU/e.

You need to hand in this request through a special [webform](#), which sends your request to both Examination Committees. Add two documents in the webform:

- the EC request form which includes:
  - Your motivation for doing an internal double diploma in both departments.

- A clear and complete planning of what you plan to do per year/semester per department, including codes, names and ECTS per subject and total ECTS for the whole program per department.
- your template proposal form (Excel sheet) internal double diploma Bachelor. You can find this template and more information here: <https://studiegids.tue.nl/opleidingen/internal-double-diploma/>

### **3. Request for delaying awarding the diploma (BA PER article 7.1.6, both BR and AR)**

- Explain your situation and indicate which of the pre-defined arguments suits your situation
- Make sure to submit this request within 1 week after you have been informed about the results of your final examination.

### **4. Request to change the default composition of your program**

- Explain the changes you request clearly, include references to the PER/ER
- Include well founded arguments for these changes
- Written support from teacher coach/mentor, sent by your teacher coach/mentor directly to the Examination Committee by email.

### **5. Request for an adapted BSR program (BA PER article 8.5.6, both BR and AR) also see request B.5**

Did you already complete mandatory courses of our ID BSR program and do you possibly receive an exemption for one of these courses? (see request B.5) You can submit a request to the Examination Committee in order to ask to adapt your Binding Study Recommendation program and add study components. This to make sure that you have a larger chance to complete the 45 ECTS needed for your BSR. Together with the ID academic advisor you need to make a proposal for a first-year study program of at least 45 ects and at most 60 ects, satisfying the demands of the ID major. We advise you to already plan 2nd year core courses during your first year or ID electives. Discuss your plans with your academic advisor.

In your request, make sure that you include a full overview of the courses and course codes that you propose and the corresponding ECTS. Also include the total amount of ECTS that you propose for your adapted BSR program (45 to 60). Make explicit which courses in your proposal differ from the regular ID BSR program.

*>> Also see request B.5 Request for exemption of mandatory courses as this applies to you as well.*

### **6.1 Request 2 ESoE minors instead of USE LL (BA BR PER article 3.7.5)**

Students who choose to follow both teacher-training elective packages, as offered by Eindhoven School of Education, may request exemption from the Examination Committee from the

obligation to choose a USE learning trajectory. Should the students fail to successfully complete study components within the elective packages, the exemption will be revoked.

The request should be accompanied by a motivation and study plan.

## **6.2 Request exemption from ITEC Engineering for Society (of year 3) (BA AR PER article 3.7.5)**

Students who choose to follow both teacher-training elective packages of Eindhoven School of Education can request the Examination Committee for a waiver of the course ITEC ENgineering for Society. Should the student fail to successfully complete study components within these elective packages, the waiver will be revoked.

The request should be accompanied by a motivation and study plan.

## **B: Course/project requests**

### **1. Request for an additional retake**

- In case of personal circumstances, make sure to contact your academic advisor as soon as possible and discuss your situation.
- In case you are a (near) nominal student that has successfully completed the FBP and needs to complete a maximum of 2 study components. (BA PER article 6.2, both BR and AR)
  - Explain your situation
  - Include your Study Progress overview (Osiris)

### **2. Request for extension of deliverables**

- In case of personal circumstances, make sure to contact your academic advisor as soon as possible and discuss your situation.
- In case of other circumstances, you need to request this to the Examination Committee.
  - Explain and argue your situation well, why should the Examination Committee grant you an exception?
  - Add content-based support from your Project Coach/Mentor
  - Propose concrete new deadlines.

### **3. Request for an alternative exam form**

- In case of personal circumstances, make sure to contact your academic advisor as soon as possible and discuss your situation.
- In case of other circumstances, you need to request this to the Examination Committee.
  - Explain and argue your situation well, why should the Examination Committee grant you an exception?
  - Specify the alternative exam form clearly.

#### 4. Request extension of the validity of interim tests

- In case of personal circumstances, make sure to contact your academic advisor as soon as possible and discuss your situation.
- In case of other circumstances, you need to request this to the Examination Committee.
  - Explain and argue your situation well, why should the Examination Committee grant you an exception?
  - Take all deadlines into account

#### 5. Request for exemption of mandatory courses Bachelor College/major courses ID (BA PER article 3.9, bot BR and AR) also see request A.5

- If you have already passed courses which belong to the mandatory part of the ID curriculum, you need to request exemption for these courses, so they will be transferred to your ID program. Make explicit which courses you have previously passed including names and course codes and show your study progress overview from Osiris that you have completed this course.
  - If this is a different course from the course in our curriculum, but it has much overlap, make sure to argue the amount of overlap so this can be reviewed.
- If you have passed courses at another university that overlap with a mandatory course, you can request exemption of that specific mandatory course. Make sure to accompany your request with valid evidence of
  - The level of the university
  - The contents of the course(s) that you have passed
  - That you have passed the course(s)

*>> Also see request A.5 Request to change your BSR program, to alter the default composition of the BSR program as you already passed a part of this*

#### 6. Qualify for an excellent verdict after having done a minor in NL/exchange abroad

After having finalized a minor in the Netherlands or an exchange abroad you will receive a transcript of records. If you have received excellent results you can submit a request to the Examination Committee in order to have your results assessed at ID to assess if they qualify for an Excellent verdict in ID. You need to provide the transcript of records received and, if applicable, information on the grading system of the university involved. This request will only be reviewed if you seem to qualify for a Cum Laude.

## C: Change an already approved request

In case your specifically approved program changes due to certain circumstances, your new plans need to be approved again for your Exam program by the Examination Committee.

- Explain why the approved program needed to change
- Include the reference number of your approval letter
- Include the new proposed program, clearly indicating the changes that you propose

## D: Quarantine request

In exceptional cases, two exams may be scheduled at the same time. In this case, the quarantine procedure is applicable. As soon as you see that you have conflict in exam times, fill in the *EC Quarantine request form* (see Forms and Files page) and e-mail it to the Examination Committee. When filling in the form, please pay attention to supplying **correct and full information**. The Examination Committee will only accept correctly filled-in forms.

Make sure you send in your request form at least four weeks before the start of the exam period (see Year planning on the Forms and Files page) If your request is not received in time, it is not possible for you to do your exams in quarantine.

After receiving your request, arrangements will be made in collaboration with the general exam coordinator. The secretary of the EC ID will inform you by e-mail where and when your exam(s) in quarantine will take place. The quarantine exams take place in a different room than the regular exams.

If you have a functional impairment, please mention this in your e-mail. This will be taken into account. You can always contact your academic advisor with enquiries.