

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 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.
- Be clear and concise in your argumentation.
- Collect evidence to support your request.
- If necessary, include support from your mentor
- Hand in your requests timely to Examination.committee.ID@tue.nl for the meeting. The deadlines can be found on the Forms and Files page. For a Double Degree request you submit your information differently.
- 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 on your draft once.
- Always submit a request timely, so before your learning activities start.
 - o For Delay awarding of your diploma request this needs to happen within 2 weeks 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 the ID Master program (ER article 2.5)

When choosing what to do as part of your elective space, including the M2.1 option, specific approval from the Examination Committee is necessary when including more than 15 ECTS of non-ID Master courses as part of your program.

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

- Your individual learning goals for the courses and a link to your overall competence of design;
- Description of the learning activities, including a link to the descriptions;
- Information (link) whether it is a coherent package; if not, explain why you think it is a coherent and deepening program;
- A complete overview of your Master program, including course codes, ECTS, names of courses
- Written support from your mentor, sent by your mentor directly to the Examination Committee by email.

2. Request for an internal double diploma (ER appendix 10)

If you would like to obtain a double diploma in ID and another 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 online education guide for more information and the [general TU/e information](#) on double diplomas.

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 Master. You can find this template and more information here:
<https://studiegids.tue.nl/opleidingen/internal-double-diploma/>

3. Request for delaying awarding the diploma (MA PER article 6.1.6)

- Explain your situation and indicate which of the pre-defined arguments suits your situation
- Make sure to submit this request within 2 weeks 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.

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 have other circumstances that lead to you wanting to request an additional retake you can do so.
 - Explain your situation, why should the Examination Committee grant you an exception?

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 to be registered for the exam of a course after the deadline

In case you somehow forgot to register yourself for the exam of a registered course, your grade cannot be taken into account without approval of the Examination Committee. Explain why you did not register yourself for the exam of the course(s). *Please note that second time requesters will need a well argued explanation.*

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 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.