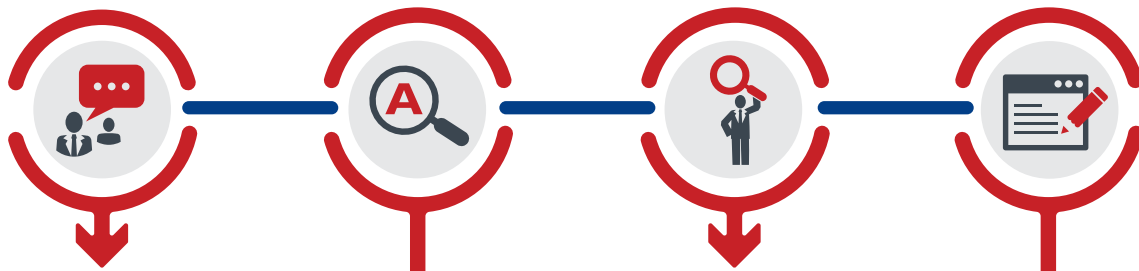


Applying for examination facilities for the first time

If you have a disability, chronic illness or mental health problems, you can request provisions (special facilities) for examinations. TU/e's student counselors will see what you need in order to be able to take your exams. You will also have to arrange a number of things yourself.

To arrange for new facilities, contact our student counselors via studentcounselors@tue.nl at least three months before the start of the academic year or at least six weeks before the start of the examination period.



1: Contact the student counselors via studentcounselors@tue.nl. Gather information that shows that you need a facility (evidence such as a medical statement/diagnosis) in advance.

2: During the conversation with the student counselor, you will review the options that are available to you and which facilities could help you. The student counselor will also assess the evidence that you have provided.

3: If there is sufficient evidence and if the facility can be arranged by TU/e, the student counselor will approve your request and the facility will be arranged. You will then receive a confirmation email in Osiris with an allocation letter that you should bring with you to each examination (with your ID). Some facilities require approval from the Examination Committee. The student counselor will then send a recommendation to the Examination Committee. They will evaluate your request and send you a decision by email.

4: Sometimes, a facility cannot be requested for you, such as because the evidence provided is insufficient or because TU/e does not offer the facility. The student counselor or the Examination Committee will then inform you that a facility will not be requested for you.

If facilities for examinations have already been granted to you, whether you need to **take further action** will vary per facility.

WHO CAN YOU TURN TO FOR MORE INFORMATION?

We are more than happy to provide you with more information, in which case you can send an email to studentcounselors@tue.nl or **make an appointment** online with a student counselor. For questions, you can also contact the academic advisor of the department in which you are studying or are going to study.

Conversations with student counselors and academic advisors are always confidential.