

# Application form request extra resit

**Completely** fill out part 1 and part 2 of the form, and send the digitally signed form, together with relevant documentation via e-mail to the sub-Board of Examiners of the own programme.

1. Student contact details			
Name student (+ initials):		Student number:	TU Delft e-mail:
Programme:			
<b>Discuss an intended request for an extra resit with the study advisor on beforehand</b>			
An extra resit <u>can</u> be approved of, in case the following prerequisites are met:			
<ul style="list-style-type: none"><li>• Last remaining course;</li><li>• Student has utilised a sufficient number of serious attempts to pass the exam;</li><li>• Student is a (near to) nominal student (2<sup>nd</sup> or 3<sup>rd</sup> year);</li><li>• Student would be unnecessarily delayed.</li></ul>			
<b>Personal circumstances that are known to the academic counsellor will also be involved in the consideration for an extra resit</b>			
<b>Requests for an extra resit for:</b>			
Course code	Course name	EC	Level
<b>Explanation request</b>			
I meet the prerequisites:	<input type="checkbox"/> Yes	<input type="checkbox"/> Partially	
Request discussed with academic counsellor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Explanation:			
Date:	Signature student:		

2. Advice academic counsellor (in case of personal circumstances or an agreed-upon study planning)	
Advice:	
Name:	Signature academic counsellor
Date:	

3. Decision sub-Board of Examiners	
<input type="checkbox"/> The request for an extra resit is approved	<input type="checkbox"/> The request for an extra resit is not approved
<b>Explanation decision sub-Board of Examiners</b>	
<b>Signature decision sub-Board of Examiners</b>	
sub-Board of Examiners:	
Name:	Signature:
Position:	
Date:	

In accordance with Article 7.61 of the Higher Education and Scientific Research Act (WHW), you can appeal against the decision contained in this letter within 6 weeks after this decision was sent. This can be sent by email to [jz@tudelft.nl](mailto:jz@tudelft.nl) or by mail mentioning "appeal" to Executive Board, Attn. LS/Legal Affairs, Postbus 5, 2600 AA Delft.

**Note: incomplete requests will not be processed!**