

**APPLICATION FORM REPLACEMENT EXAMINATION OR MODIFICATION EXAM
MODALITY DUE TO *FORCE MAJEURE***

FACULTY OF ENGINEERING

Form relating to articles 111 & 112 of the Teaching and Examination Regulations.

Attention! This form is not meant to resolve the problem of examinations that coincide.

PART TO BE FILLED IN BY THE **STUDENT AND SENT BY E-MAIL TO THE EXAMINER AND the Faculty Secretariat at 'secretariaat.ingenieurswetenschappen@vub.be'**

Student number

Last name – first name

VUB-mailaddress

Enrolled in programme

I request a replacement of an exam due to force majeure

I request a change in exam modality due to force majeure (online instead of on campus)

Course

Name examiner

Date&Hour

Reason for absence

Valid proof must be submitted (in accordance with Art. 112 of the Teaching and Examination Regulations):
without valid proof the request will not be granted!

E.g.: a medical certificate, the official report of an accident or an obituary notice.

I am e-mailing the scanned proof to you with this form.

I will submit proof to the Faculty Secretariat as soon as possible.
(within the 3 days of the original date for the examination)

Period of absence: from _____ to _____
My remaining exams will take place on following dates:

Date	Hour	Examiner	Course
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PART TO BE FILLED IN BY THE **EXAMINER** (Art. 111§2 of the Teaching and Examination Regulations) AND SENT BY E-MAIL TO THE FACULTY SECRETARIAT AT 'secr@ir.vub.ac.be

The exam will be moved to _____ at _____

The reason for not accepting the request is _____

THE ADMINISTRATION will send the decision to the student and the examiner by e-mail.

Date sent: _____