# REQUEST FORM FOR RESCHEDULING OF EXAM(S)

# (indicate your choice):

**☐** due to force majeure (Teaching and Examination Regulations, Art. 111)  
**☐** when multiple examinations are scheduled at the same time (TEA, Art. 106 §2)

**Academic year …………………**

Last name, first name: ……………………………………………………………………………...……………

Student number: …………………………………………………………………….…………...……………….

VUB e-mail: …………………………………………………Programme: …..……………………………………

Requests rescheduling within the exam session

Exam(s) for which rescheduling is requested:

Title of course unit: ………………………………………………..………………...…………………..………

Name of instructor: …………………………………………………………………………………………..……

Date and time: ……………………………………………....…………………………………………………..…

Period of force majeure: from …………………………………. to ………………….…….……………….…

Reason of force majeure (without valid proof, request for rescheduling will not be accepted)

**☐** I e-mail the scanned proof and will send the original to the Faculty Secretariat as soon as possible

**☐** I will submit the original proof to the Faculty Secretariat

I have to sit other exam(s) at the following date(s) and time(s):

Title of course unit: ………………………………………………..………………………...……………………

Name of instructor: …………………………..……………..……………………..………………………………

Date and time: …………………..………………………………………………………..…………………………

➤ Student e-mails this form to [faclw@vub.be](mailto:faclw@vub.be)  
Rescheduling accepted (date, time and room) …..……………………..……………..………………….

Rescheduling rejected because of (reason): …………………………..………………………………………

Date: …………………………………… Last name, first name: ….….………………………………………

➤ Instructor e-mails decision to [faclw@vub.be](mailto:faclw@vub.be)

➤ Faculty Secretariat e-mails decision to student via VUB e-mail with CC to instructor.

OER Article 111 **Supplementary Faculty Regulation:**

The following situations are recognised as legitimate absences provided students can provide valid supporting documents:  
- medical reasons (e.g. illness, accident), supported by a medical certificate that meets the requirements of Article 112;

- family reasons (notably the death of a blood relative or relative in the first degree (parents and/or children) or in the second degree (grandparents, grandchildren and/or brothers/sisters) or of a person residing under the same roof);

- legal reasons (e.g. writ or summons to appear before a court);

- force majeure (that is an event that has nothing to do with the student concerned and that could not be foreseen, prevented or avoided).