**Request to Take Vrije Universiteit Amsterdam-Exams at Host Institution**

Vrije Universiteit Amsterdam – School of Business and Economics – courses.exchange.sbe@vu.nl

**THIS FORM SHOULD REACH US AT LEAST 3 WEEKS BEFORE THE DAY OF THE EXAM.**

**LATE REQUESTS CANNOT BE ARRANGED.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date (dd/mm/yyyy) | dd | mm | yyyy |

Hereby the host university confirms that the exchange student can take the Vrije Universiteit Amsterdam course exam at the host university.

|  |  |
| --- | --- |
| Name exchange student | Full name |
| VU student number | VU student number | Study programme | Current programme |
| Vrije Universiteit Amsterdam exam course | Full course name and course code |
| Date of exam | dd/mm/yyyy |
| Time **in the Netherlands** | Start time | hh:mm | Finish time | hh:mm |
| [x]  Students with additional facilities may continue 30 minutes longer | Start time | hh:mm | Finish time | hh:mm |
| Time **local** | Start time | hh:mm | Finish time | hh:mm |
| Name host institution  | Name |

Host university undertakes to:

1. Receive the exam and not give it to the student half an hour before official local start-time of the exam

2. Ensure that the student writes the exam under supervision with no material with them other than what is permitted by the home institution

3. Scan and email the exam answers of the student immediately after they finish writing to the examination services (tentamenorganisatie.sbe@vu.nl)

4. Send the original documents by post that same afternoon or early the next morning to

*Vrije Universiteit Amsterdam – School of Business and Economics*

*Programme Secretariat - room 8A43*

*Boelelaan 1105*

*1081 HV Amsterdam
The Netherlands*

Vrije Universiteit Amsterdam undertakes to:

1. Confirm this agreement to the host university and to the exchange student by email

2. Email the exam 15 minutes before it starts in the Netherlands to contact person of host university

Contact person of the host university signs to confirm this request

|  |  |
| --- | --- |
| Name contact person | Full name |
| Host Institution | Host University |
| Address | Address |
| Email contact person | Email of contact person |
| International phone number | International phone number |

 Stamp Institution