**Request of Ghent exchange students going abroad for changes to the exam period at Ghent University Faculty of Law & Criminology in view of diverging semester start at host university**

Ghent Faculty of Law & Criminology has a regulation for its outgoing exchange students to benefit from a deviation in the Ghent exam schedule if the semester start at the host institution coincides with the examination period at Ghent University, i.e. 4 weeks starting in the week following January 1.

If you require our student to be present in January, please indicate the exact start date of your semester, including the welcoming activities for exchange student. This will allow us to grant a deviation to the student’s exam(s).

**Information to be completed by the host institution:**

Official start date of the exchange: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to supervise the exam(s) for our student at your university? Yes / No

Name and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information to be completed by the student:**

Name student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

requests to deviate the exam of the below-mentioned course.

Course name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information to be completed by the student and the teacher in charge of the exam**

Please, indicate which alternative examination arrangement applies for this exam:

An early exam before the start of the exchange

A written exam under the supervision of the host university on the exam date in Ghent

An online oral exam at a time agreed with the student

A 1st chance exam at the re-sit exam of the course in August/September

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Name and signature of the teacher Signature of the student

**PLEASE MAKE SURE TO UPLOAD THIS FORM ON OASIS UNDER ‘DOCUMENTS’ & TO SEND A COPY TO BOTH** **iro.law@ugent.be** **&** **fsa.rechten@ugent.be**

**BEFORE THE START OF THE 1st SEMESTER EXAM PERIOD**