



How to request for (exam) facilities?

Please follow this route:

1. Fill in the online [web tool](#).
2. The web tool informs you whether
 - A. you can submit your request online;
 - B. a personal appointment with a [student counsellor](#) is required first.
3. The student counsellor processes your online or personal request.
4. If facilities are possible, the student counsellor sends you a letter of advice.
5. Send the letter of advice to the Board of Examiners and/or the [study advisor](#) / Exchange Officer of your degree programme.
6. The Board of Examiners or the mandated study advisor decides about the actual assigning of the facilities, and informs you about any practicalities.
7. The faculty contact person coordinates the implementation of the facilities during exams.