

# APPLICATION FORM FOR APPLYING COMPENSATION REGULATION

## FACULTY OF HUMANITIES

If the e-Prospectus of your study programme specifies that you do not need to pass all study components in order to obtain your diploma, you may make use of the compensation scheme. You can use this form to request the Board of Examiners to apply the compensation scheme in your case. Complete the form and e-mail it to the Board of Examiners of your Programme. Incomplete forms will not be processed by the Board of Examiners. Before you complete this form, check in the e-Prospectus whether your study programme allows for a compensation scheme. If in doubt, ask your Coordinator of Studies.

<b>Name</b>			
<b>Student ID</b>		<b>E-mail</b>	
<b>Study programme</b>		<b>Mobile</b>	

I hereby request the Board of Examiners to apply the compensation scheme to my programme:

Course marked as fail	Code	Final grade
Course(s) used to compensate for fail	Code	Final grade

Signature applicant:

Leiden, date:

<b>To be completed by Secretariat:</b>							
<b>Letter IN</b>		<b>Letter OUT</b>		<b>Approved by Board of Examiners</b>		<input type="checkbox"/> <b>YES</b>	<input type="checkbox"/> <b>NO</b>
Date	Initials	Date	Initials	Date	Name	Signature	

If you wish to appeal against this decision, send a letter containing a copy of the decision to the Examination Appeals Board, P.O. Box 9500, 2300 RA Leiden, the Netherlands. The letter should be sent within six weeks of the date the decision was dispatched. In the letter of appeal, state clearly why you do not agree with the decision. Your letter must be signed.