

Application for written examination at other locations

The application is valid for a student who for particular reasons wishes to take an examination at another location than the campus city stated for the examination. The application shall be submitted no later than 3 weeks before the examination date. In the case of rejection it is the student's sole responsibility to register for the examination in the normal way

Procedures. Examination at other locations. A student may, if there are particular reasons, obtain permission to take the examination at another location. There can be no guarantee that the examination can be taken at another location, but the circumstances must be assessed in each individual case. In such an assessment, regard must be given as to whether any examination at another location fulfils the same requirements of security that apply to examinations arranged by MDH.

Regulations for examinations at other locations. When taking examinations at another location the same rules in general apply as for examinations taking place at MDH's examination locations. For an examination to be able to take place at another location, the School responsible must ensure that the guidelines will be able to be followed and that the examination session will maintain the same level as a regular examination regarding security. A further condition for an examination to be conducted at another location is that it takes place on the same date and at the same time as a regular examination given on the University premises. The main rule is that it is permitted to take an examination only at established higher education institutions (HEIs) such as universities, university colleges and learning centres.

Application. A student wishing to take an examination at another location shall apply for this no later than three weeks before the examination date at the Student Centre who will then forward the application to the appropriate School. Applications arriving late will not be dealt with. It is the student's responsibility to contact the HEI or equivalent at which the examination is requested to take place. The name of the contact person that the student been in touch with shall be stated on the form that is submitted to the Student Centre.

Costs. A prerequisite for an examination has to take place at another location that an approved invigilator, room or whatever else is required can be arranged at a reasonable additional cost for the School.

Decision. Upon investigating the possibility of acceding to the student's request for another examination location, the Dean of School, or a person delegated with this right, will decide on whether the student's application can be granted or not. In accordance with the Higher Education Ordinance the decision may not be appealed against. The decision shall reach the student no later than 12 calendar days before the day of the examination.

Given names		Family name
Personal identity number (YYMMDD-XXXX)		Telephone number
Email (@student.mdh.se)		Time and date of the examination
Course code	Examination component	Programme

School: EST HVV IDT UKK

The reason why I wish to take the examination at another location: Enclose further reasons if necessary	
HEI or equivalent at which I wish to take the examination	
Address	
Contact person at the HEI	
The contact person's email	The contact person's telephone number
Signature	Date

Decision

To be completed by the University

Granted. The student is granted the right to take the examination at another location

Rejected

Decision notified to the student: (date and signature) _____

Reason for decision Enclose more if necessary	
Date and decision-maker's signature	Rapporteur's signature
Name in print	Name in print