



RECEIVED

# Request for exam arrangements abroad

To be filled in by student \* = mandatory

Form to be sent to the exam coordinator.

T-number (YYMMDD-XXXX) *		
Last name*		
First name*		Phone/ mobile number
Address		
Postal code	Country	
E-mail *	E-mail (alt.)	

## Exam details \*

Course/module	Date and time of exam	
Programme	ECTS credits (HE credits)	Course code
Course convener or examiner		<input type="checkbox"/> Contract education
My reasons for wishing to take an exam abroad: *		

## Details of university/embassy abroad \*

Address of my choice of university/embassy
Name, phone number and e-mail of contact person consenting to handle the exam at the university/embassy above

## Place, date and student's signature \*

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## Rules

- In special circumstances, students may, on their own request, get permission to sit an exam abroad.
- There is no guarantee that an exam can be arranged abroad. Each case is considered on its own merits and circumstances.
- The exam rules at Karlstad University also apply to exams taken abroad. Arranging an exam abroad can only be done if its legal certainty and adherence to guidelines can be assured.
- The exam must be taken on the same date and at the same time as the exam is in progress at Karlstad University.
- Request for exam abroad must be submitted to the course administrator no later than four weeks before the exam date (late submissions will not be considered).
- Students are responsible for contacting the embassy/partnership university at which they wish to sit the exam.
- Whether sitting an exam at an embassy or a partner university, signing up for it via My Kau no later than four weeks before the exam date is always required.

### NB!

Documents submitted to the university are public documents which may be made available on a person's request.

## Places where the exam may be arranged

- Exams can only be arranged abroad at a Swedish embassy/consulate or at a [Karlstad University partnership university](#).

## Costs

- Students are responsible for any additional costs incurred in connection with the exam.

## Request process

- The student submits the completed request form for sitting an exam abroad to the exam coordinator.
- The student signs up for the exam via My Kau without selecting a place in the system.
- The exam administrator considers the request and contacts the person named on the form as the contact person at the embassy/university abroad.
- The exam administrator forwards the request from to the examiner for the course which makes a decision.
- Copy of the request form with decision is returned to the student via e-mail.

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## DECISION

### To be filled in by Karlstad University staff

Student is granted permission to sit the exam abroad.

The request to sit the exam abroad is rejected.

Reasons for the decision (required in case of rejection):

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Date and signature

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Decision returned to student (date and signature):

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Printed name and position

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