



**Koninklijke
Academie van
Beeldende
Kunsten**

**Royal
Academy of Art**

**Hogeschool der Kunsten
Den Haag
University of the Arts
The Hague**

Exemption form

For individual study components

To be completed by the student

Student name: _____

Student number: _____

Department: _____

Class: _____

Course/study component for which you are applying for exemption: _____

Number of ECTS credits: _____

Reasons for application: *Please indicate here why you believe you meet the requirements for the course and are entitled to an exemption.*

Date: _____

Signature: _____

A. To be completed by the lecturer for the course/study component for which exemption is being requested

1. The student has submitted / not submitted documentation to accompany the application*¹
2. The documentation consists of: *Indicate here what type of documentation has been submitted. This could include degree certificates, diplomas, work completed on another programme, proof of courses passed on another programme.*

3. I have studied the material submitted and my assessment is that the content and the result: Is proof that the student has / has not met the requirements for the course*
4. Based on the documentation, I recommend that the student be granted / not be granted exemption from this course / study component*

Name lecturer: _____

Date: _____

Signature: _____

* Delete as appropriate.

¹ If a student does not submit documentation, no judgement can be made and exemption will be automatically refused. Documentation must be provided for all sections (A, B and C) of this form.

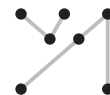
B. To be completed by the Head of Department

Having examined the documentation and the assessment of the course lecturer, I grant / do not grant exemption from the course / study component detailed in the box above*

Name Head of Department: _____

Date: _____

Signature: _____



Please submit this form, signed by the Head of Department, together with the documentation to the secretary of the Examination Board. **Do not forget to make a copy for yourself!** The Examination Board will ensure the procedure has been followed correctly and checks if the request for exemption has been handled properly.

C. To be completed by the Examination Board

Approved by the Examination Board: yes/no*

* Delete as appropriate.

On behalf of the Examination Board:

Name: _____

Date: _____ Signature: _____