



Journal No \_\_\_\_\_

# Request to change examiner

**Filled in by the student** \* = mandatory information

Personal identity number (YYMMDD-XXXX) *		The form should be sent to: Högskolan i Borås, Student Reception, 501 90 Borås <b>or</b> handed in to: Student Reception, B3	
Last name *			
First name *		Telephone/Mobile number	
Address			
Postal code		City	
Email to the address that the decision should be sent to *			

**Information about course \***

Course/Sub-course	University credits	Course code
Programme		
Faculty		

I have failed the examination at two occasions for the same examiner.  
Note: The examiner may be a different person than the grading teacher.

Date of examination taken occasion 1
Date of examination taken occasion 2

Any additional information
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.....
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.....

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

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## Request to change examiner

A student who has done two examinations for a course or sub-course without achieving a passing is entitled to have another examiner appointed, unless there are specific reasons against it. (Universities Ordinance, Chapter 6, Section 22). As the right to mandatory practical placement is limited to two occasions, a change of examiner may be requested after only one examination occasion.

Under normal circumstances for practical placements and degree projects, the supervisor and the examiner must be two different persons. A request to change examiner must be made in writing and submitted to StudentCentrum.

[From "Riktlinjer för rättssäker examination" ("Guidelines for legally safe examination"), journal No 673-08-101, University of Borås, 2009]

**Note!** Documents sent to the university are deemed to be public and may issued if anyone so requests. After decision has been made, the documents will be archived.

## Case procedure

- The student fills in the form and hands it in to the Student Reception.
- The Student Reception passes the form to a decision-maker.
- A decision is made by the Education Committee and the case is registered.
- The decision is announced to the student.
- If the decision is positive, the student must wait until the next examination. The decision applies only to the next coming examination date.

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## DECISION

### Filled in by the university

Your request has been assessed, resulting in the following decision:

Approval. New examiner appointed: .....

Rejection. The request has been rejected. ....

Decision notified to the student (date, signature): .....

Decision notified to the Student Reception (date, signature): .....

Justification of the decision (mandatory for rejection):

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Decision has been made by the Education Committee at the meeting (date/sign/title)

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