**UNIVERSITY OF BRISTOL**

**EXAMINATIONS OFFICE**

**REQUEST FOR APPROVAL TO SIT A UNIVERSITY OF BRISTOL EXAMINATION OUTSIDE OF THE UNITED KINGDOM**

Before completing this form, please ensure that you read the policy at <https://www.bristol.ac.uk/students/support/academic-advice/rules-and-regulations/forms/>

**SECTION A**

**FOR COMPLETION BY THE STUDENT**

Please ensure that you complete all of section A.

|  |  |
| --- | --- |
| **Your Full Name** |  |
| **University of Bristol Student Id Number (as shown on your U-Card)** |  |
| **Faculty** |  |
| **School** |  |
| **Programme of Study (Course) and Year of Study (can be found at www.bristol.ac.uk/assessment-marks)** |  |
| **Email address** |  |
| **Telephone Number** |  |
| **Full Address for Correspondence** |  |

|  |  |
| --- | --- |
| **Reason for requesting examination(s) to be taken outside the United Kingdom** |  |

I would like to request approval to sit the following examinations at a centre outside of the United Kingdom

|  |  |
| --- | --- |
| **School (s)** |  |
| **Unit code(s)** |  |
| **Unit Title(s)** |  |
| **Examination Period**  **January/Summer/August** |  |

It is proposed that the examination(s) will be taken at the following venue:

|  |  |
| --- | --- |
| **Name of Institution** |  |
| **Full Postal Address of Institution** |  |
| **Contact Name** |  |
| **Contact Job Title** |  |
| **Contact email address** |  |
| **Contact Telephone Number** |  |

I understand that I will be fully responsible for making the necessary arrangements to sit the examination at the proposed institution and for any costs incurred. I will also pay £50 administration costs to the University of Bristol for each unit to be examined (your school will advised on how to make this payment). I also confirm that I will have no contact with any other student from the University of Bristol for 24 hours prior to the time of the examination and 24 hours after the conclusion of the examination. I agree to comply with the Regulations and Code of Practice for Taught Programmes and, in particular, the Assessment Regulations (<https://www.bristol.ac.uk/media-library/sites/academic-quality/documents/taught-code/annexes/university-examination-regulations.pdf>) and confirm that I have read the Code of Practice at <http://www.bristol.ac.uk/academic-quality/assessment/regulations-and-code-of-practice-for-taught-programmes/conduct/>. I understand that any breach of the University Regulations and Code of Practice for Taught Programmes may result in disciplinary proceedings.

|  |  |
| --- | --- |
| **Your Signature (English script)** |  |
| **Your Full Name** |  |
| **Date of Signature** |  |

**SECTION B**

**FOR COMPLETION BY THE SCHOOL/FACULTY**

I confirm that I give approval for the above student to sit University of Bristol examinations in the units shown at the institution cited.

|  |  |
| --- | --- |
| **Signature of School Education Director (or nominee)** |  |
| **Name of School Education Director (or nominee)** |  |
| **Date of Approval** |  |
| **Signature of Faculty Education Director (or nominee)** |  |
| **Name of Faculty Education Director (or nominee)** |  |
| **Date of Approval** |  |

**FOR SCHOOL USE ONLY**

|  |  |
| --- | --- |
| **Action** | **Date** |
| **Form to SED** |  |
| **Form to FED** |  |
| **Student notified** |  |
| **Conf with Inst** |  |
| **Exam Mats Sent** |  |
| **Exam Mats Recd** |  |
| **Student notified** |  |

**NOTES**

* This form must be received by the School according the notice period in the policy prior to the start of the examination session
* The policy can be downloaded from <https://www.bristol.ac.uk/students/support/academic-advice/rules-and-regulations/forms/>
* You will be advised by email when a decision has been made on your request for approval
* Students will be charged £50 administration fee by the University of Bristol per examination outside the UK. Your school will advise on how to make this payment. This is in addition to any costs incurred in the country in which the examination is to be taken. Students are fully responsible for any such fees incurred.
* All examinations will be conducted under the University of Bristol Regulations and Code of Practice for Taught Programmes (<http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>) and, in particular, the Assessment Regulations. Any contravention of the regulations will be dealt with under University’s disciplinary measures.
* Any queries or questions should be directed to administrative staff in your School. Please see the University website for your contact (<http://www.bristol.ac.uk/faculties/>)