

Dear Student,

Please note this important information regarding the assessment in week 25, 26, 27, or 28 (academic year 2023-2024). Please read this information carefully.

Do you wish to do the assessment in week 25, 26, 27, or 28 and do you think that your Study Progress Overview (SVO) is not complete because one or more results are still missing? Then there is a possibility to request an extension so that you will have more time to complete your SVO, namely up to and including **Tuesday 25 June (23.59 hours)**. Note that you must also comply with *all* other entry and enrollment requirements for the assessment.

If you want to use this extension, you need to submit an online request for an extension to complete your SVO regarding the assessment in week 25-28 (academic year 2023-2024). This request must be filed with the Examination Board, in HUKAS in the period from Friday 17 May up to and including Sunday 26 May 23.59 hours. You can choose the request type 'Graduation component'.

In your online request you should state for which course(s) the grade is still missing on your SVO (other than the LKT/CPE tests). You will also mention the course code(s).

If the Examination Board has decided to grant your request for an extension, your SVO must be complete and comply with *all* the entry requirements of the assessment ultimately on 25 June (23.59 hours). The Examination Board will check this in Osiris. If it becomes apparent that your SVO is not complete on 25 June 23.59 hours, the Assessmentbureau will cancel your assessment. You can then enroll for the assessment in week 34 and 35 in Onstage up to and including 21 July.

If the Examination Board has decided to grant your request for an extension, the Assessmentbureau will plan your assessment in the period starting 1 July. In line with the assessment procedure, you have to make sure that you enroll for the assessment in a correct and timely manner (similar to all the other assessment periods) in *Osiris* **and** in *Onstage*. If, for organisational reasons, it's not possible to plan your assessment before 13 July, the Assessmentbureau will use week 29. Please take this into account.

**Please note:** The deadline for handing in your portfolio (and any other required materials) and the signed status form remains unchanged. In line with the assessment procedure you must upload these documents in Onstage ultimately on 31 May. For the exact time schedules, please see the assessment schedule ('**Assessmentweken en deadlines Startbekwaam & Masters onderwijsjaar 2023-2024**'). Your SWB (study advisor) will indicate on the status form that you have been given an extension and will approve your status form in Onstage if everything is in good order.

If you decide to cancel your assessment in week 25-28, please inform the Assessmentbureau about this before 31 May 12:00 hours via [assessmentbureau.archimedes@hu.nl](mailto:assessmentbureau.archimedes@hu.nl).

*Extension regulation to complete your SVO regarding the Assessment Startbekwaam master en bachelor Instituut Archimedes in week 25-28 (academic year 2023-2024)*