

**REGULATIONS ON CRITERIA FOR THE MODIFICATION
OF ASSESSMENT TEST DATES FOR ONLINE AND
BLENDED-LEARNING DEGREES**

Universidad Europea de Madrid establishes the following criteria for the Modification of Assessment Test Dates for online and blended-learning degrees.

Students may request to take assessment tests on dates other than those officially scheduled only under the following circumstances or in cases of force majeure, and wherein said situations are particularly justified and demonstrated.

Students in any of the following exceptional situations, provided that due justification is given, may request the modification of assessment test dates.

EXCEPTIONAL SITUATION REQUEST AND DEADLINES

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<p>Hospitalisation of the student or of a family member in the first degree of kinship by blood in the direct line, spouse or common-law partner similar to marriage, due to a medical emergency and on the date of the assessment.</p>	<p>The request must be sent in writing to the academic tutor via the virtual campus at least 15 days before the official date of the assessment test. In the case of an unexpected situation, said request must be sent as soon as possible, always within one week from the official date of the assessment. The duly signed and stamped official Proof of Reason for Hospital Stay must be provided.</p>
<p>Death of a family member in the first or second degree of kinship by blood in the direct line (parents or children) and kinship by marriage on the date of the assessment test or during the 72 hours prior to the official date of the assessment.</p>	<p>The request must be sent in writing to the academic tutor via the virtual campus as soon as possible, always within one week from the official date of the assessment. The official Death Certificate must be provided.</p>
<p>Birth or adoption of a child on the date of the exam or during the 72 hours prior to the official date of the assessment.</p>	<p>The request must be sent in writing to the course tutor via the virtual campus as soon as possible, and no more than one week after the official date of the assessment. The official Birth Certificate must be provided.</p>
<p>High-level or high-performance athletes who participate in a national or international competition and the date coincides with an assessment test.</p>	<p>The request must be sent in writing to the academic tutor via the virtual campus at least 15 days before the official date of the assessment test. Proof of belonging to the list of high-level or high-performance athletes who will participate in the specific competition on the date in question must be provided.</p>
<p>Students who have been served a court subpoena or injunction on the date of the assessment test.</p>	<p>The request must be sent in writing to the academic tutor via the virtual campus at least 15 days before the official date of the assessment test. The corresponding subpoena and date in question must be provided.</p>

The request must be made within the specified deadlines and communicated for each assessment sitting, and it must be notified to the tutor via the virtual campus.

The change of dates may only be granted with prior duly accredited proof of reason and once the University-appointed committee has evaluated the circumstances of the case.

Sending the request does not imply that it will be accepted by the University, and the University shall communicate acceptance to the student in writing.

Students who request a date change must necessarily accept taking their exams at the place and time established by the University. This schedule may be set for any day of the week and at any of the University buildings.

Once the case has been evaluated by the University and the supporting documentation has been verified, the corresponding academic tutor shall communicate to the student concerned the new date of the assessment test in the event that said change is approved. Under no circumstance, however, may the new date be postponed once the end date of the academic year has passed, according to the official calendar established.

Assessment test dates may not be modified under any other circumstance not described herein.

These regulations shall become effective as of the 2021-2022 Academic Year.

Approved by the Governing Board 05 11 2021.