

## CRITERIA TO CHANGE ASSESSMENT TEST DATES

The School establishes criteria to Change Assessment Test Dates during ordinary and extraordinary exam periods for bachelor's degrees and graduate degrees. Students may only request to take their assessment tests on dates other than the official ones under certain exceptional circumstances.

If requested in advance, students in one of the following exceptional situations will have the right to change their assessment test dates:

EXCEPTIONAL SITUATION	REQUEST AND DEADLINES
Students enrolled in different subjects whose assessment tests are on the <b>same date and at the same time</b> . In this case, the right to change test dates refers to one of the assessment tests, whose date may only be modified once.	The request must be sent in writing via email to the professors of both subjects at least 15 days before the official date of the assessment.
<b>Hospitalization</b> of the student or of a first degree relative (by blood or marriage) on the date of the assessment.	The request must be sent in writing via email to the professor of the subject as soon as the circumstances allow. Signed, sealed official Proof of Hospitalization must be provided.
Students who are <b>temporarily injured or disabled</b> in such a way that limits the activity required for assessment tests with theoretical-practical content.	The request must be sent in writing via email to the professor of the subject and an official medical report must be attached including the date on which the injury occurred or the temporary disability began, the limitations involved, and the recovery time prescribed. The request must be made as soon as the circumstances allow.
<b>Death of a</b> first or second degree <b>relative</b> (by blood or marriage) on the day of the assessment test or the week before said test.	The request must be sent in writing via email to the professor of the subject as soon as the circumstances allow. A Death Certificate must be provided.
<b>Birth or adoption</b> of a child on the day of the exam or the week before.	The request must be sent in writing via email to the professor of the subject as soon as the circumstances allow. A birth certificate must be provided.

<p><b>Wedding</b> of the student or a first degree relative (by blood or marriage) on the day of the student's assessment.</p>	<p>The request must be sent in writing via email to the professor of the subject at least 15 days before the official date of the assessment test. A marriage certificate must be provided.</p>
<p><b>Athletes (professional, elite, high performance, etc.) as well as students who are not in the above categories, but who participate in an official competition (regional, university, national championship, etc.)</b> and the date of the event coincides with an assessment test.</p>	<p>The request must be sent in writing via email to the professor of the subject at least 15 days before the official date of the assessment test. A note from the club and the specific competition in which they are participating must be provided.</p>
<p>Students who are on a period of <b>study abroad</b> sponsored by Universidad Europea.</p>	<p>The request must be sent in writing via email to the professor and the International Academic Coordinator at least 45 days before the official date of the assessment test.</p> <p>For students with second semester study abroad who start at the destination university before the end of the UEM's first semester, the professor will establish an assessment date during the last instructional days in December. On said date, the students who have requested a change will be assessed on all of the course's material.</p>
<p>Students who have been <b>subpoenaed or received court orders</b> for the day of the assessment test.</p>	<p>The request must be sent in writing via email to the professor of the subject at least 15 days before the official date of the test. The corresponding court order must be provided.</p>
<p>Students with <b>international employment contracts in Spain</b> and those who are <b>carrying out curricular internships in a country other than Spain</b> whose assessment tests are during their work/internship contract period and who will be abroad on the date of the assessment.</p>	<p>The request must be sent in writing via email to the professor at least 7 days before the official date of the assessment test. A copy of the contract and a certificate from the company indicating the dates when the student will be abroad must be provided.</p>
<p><b>Students who are physically located in a country where the borders are closed due to COVID and cannot travel to Spain.</b></p>	<p>These students can request an alternate assessment for the duration of the COVID situation in their country of origin. It must be requested at least 7 days in advance, prior to the date of the assessment tests, delivering the justifying documentation to the academic advisor.</p> <p>The professor must agree either i) to give alternate tests online, or ii) agree to a later date to give the tests if possible.</p>

	<p>If it is not possible to conduct the alternate assessment online or at a later date, an agreement will be reached to take the complete assessment of the subject at the ordinary June exam period, if applicable, or in July.</p>
<p><b>Students with issuing delays for their visas or travel documentation to travel to Spain.</b></p>	<p>These students can request an alternate assessment. To do so, they must submit travel documentation request receipts to their academic advisor, and contact their professor at least 7 days prior to the date of the exams. The professor must agree either i) to give alternate tests online, or , ii) agree to a later date.</p> <p>If it is not possible to conduct the alternate assessment online or at a later date, an agreement will be reached to take the complete assessment of the subject at the ordinary June exam period, if applicable, or in July.</p>

Once the case has been assessed and the supporting documentation has been verified, the corresponding professor will set a new date for the assessment test and inform the student of said date in the event the change is approved. However, **under no circumstances** will they be able to postpone the new date **more than one month** compared to the original date.

In any other situation not described in this document, assessment test dates cannot be changed.

APPLICABLE AS OF THE 2018-2019 ACADEMIC YEAR  
 Approved by the Academic Council on 7/3/2018  
 V2. Approved by the Academic Council on 4/22/2021