



## Applications concerning individual student matters

Applications concerning individual student matters should be addressed to the Head of Teaching Unit or to the Director of Studies. The following applications are the most common:

- course retake or repeating a year
- individual organisation of studies (IOS)
- modification of the linking of the courses
- fees reduction resumption of studies
- taking a leave
- the conducting of an exam by a Committee



Applications in each case should contain a justification. In case that you have any doubts concerning content of the application, we encourage you to contact the teaching and learning council.

## How to file an application?

In many UW units, it is possible to file an application through the **USOSweb system** (USOS – student's section – applications).

For some applications, there are sample versions on the USOS website. Note that this only concerns applications that do not require the issue of an administrative decision. Applications that do require such decision, must be filed in a paper version. If you do not wish to file an application through USOS, you may always do it in paper version. In such case, when you file the application in the Office, you should have its photocopy, and request a confirmation of receipt (on the photocopy).