**Application for Permission to EXTERNALLY write a**

**Konstanz exam\***

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| Student ID No.: | 01/     0 |
| SURNAME:  |  | First Name: |  |
| **Konstanz Student** [ ]  | **Exchange Student**  [ ]  |
| **Title Course:** | **Name of Konstanz professor**   |
| * It is my duty to process this application in due time, obtain all three signatures and hand in this paper to the administrator in the Department of Economics at Konstanz at least 4 weeks prior to the exam date.
* It is my duty to make sure that everyone is aware of a possible time difference between the two countries.
* I am aware that I have to write the exam on the exact same day and time as is written in Konstanz.
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| Exchange Programme University:  |
| Date and German time of Exam:  |
| Reason: |  |
| **With this document I am enclosing the signed consent from the** partner university invigilator  |
| Konstanz Departmental Coordinator  |
| University of Konstanz Professor  |
|  |  |  |
| Date |  | Signature |

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| **Partner University Invigilator** |
| 🞏 **Accepted** |  |
| **SURNAME:**  |  **First Name: POSITION:** |
| With my signature, I confirm:* I have both communicated with the student and the administrator in Konstanz
* I am an employee (department or international office administrator, PhD, Post-doc or professor) of the university where the exam is written.
* I confirm that I can invigilate the student on the same day at the same time (German time) for no longer than 90 minutes (mentioned above)
* I am able to adhere to the process outline (see below)

Process outline: * With her/his signature, the invigilator agrees to adhere to the date and timeframe (please be aware that some exams are written in Saturdays)
* With her/his signature, the invigilator agrees to follow the instructions that are sent with the exam, agrees to send a scanned version of all pages of the exam to international.wiwi@uni.kn within an hour after the end of the writing period, and agrees to send the hardcopy exam to the address indicated below within three days after the exam. If the invigilator monitors multiple exams in a row, s/he is asked to send all hardcopy exams together within three days after the last one is written.
* In most cases the student is allowed to use a non-programmable calculator; all other documents allowed are specified
 |
| Date |  | Signature |

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| --- |
| **Konstanz Department of Economics Administrator (Ms Lindenau, F263)** |
| 🞏 **Accepted** |  |
| **SURNAME:** |  **First Name: POSITION:** |
| I herewith declare that * I have both communicated with the student and the invigilator on the partner university campus,
* I confirm that student is able to write the exam on the same day at the same time (German time) for no longer than 90 minutes
* I have communicated the process outline (see below) to the person the student has identified and that I have ascertained that this person is an employee (department or international office administrator, PhD, Post-doc or professor) of the university where the exam is written.

Process outline: * With her/his signature, the invigilator agrees to adhere to the date and timeframe (please be aware that some exams are written in Saturdays)
* With her/his signature, the invigilator agrees to follow the instructions that are sent with the exam, agrees to send a scanned version of all pages of the exam to international.wiwi@uni.kn within an hour after the end of the writing period, and agrees to send the hardcopy exam to the address indicated below\*\* within three days after the exam. If the invigilator monitors multiple exams in a row, s/he is asked to send all hardcopy exams together within three days after the last one is written.
* In most cases the student is allowed to use a non-programmable calculator; all other documents allowed are specified
 |
| Date |  | Signature |
| Konstanz Professor teaching the Module  |
| **SURNAME:** |  **First Name:**  |
| 🞏 **Accepted** |  |
| 🞏 **Declined and Reason:**  |  |
| I herewith give my consent to this request, provided that all three signatures attest to the fact that the student will write the exam on the same day at the same time (German time) for no longer than 90 minutes, is being supervised by an employee (department or international office administrator, PhD, Post-doc or professor) of the university where the exam is written, and that this employee has agreed to adhere to all instructions. I will see to it that the exam is sent to the invigilator no less than an hour before the exam time starts. |
| Date | Signature |

\* This form is to be returned in hardcopy to F263 no later than 4 weeks before the date of the exam.

\*\*Address to send the hard copy exams to:

Universität Konstanz
Department of Economics
Ms Cornelia Lindenau
Box 137
78457 Konstanz
Germany