



**Study Abroad/Exchange/Erasmus Students  
Application to Take January Exams at your Home University**

This application must be completed in full before returning it to Programmes and Assessment (Exams & Progress). Once the form is fully completed it should be scanned and returned to [OverseasExams@leeds.ac.uk](mailto:OverseasExams@leeds.ac.uk), together with an official letter from your home university to confirm that your term dates at your home university prevent you from sitting exams in Leeds.

The application must be submitted by the end of week 5 of teaching.

You will be charged a standard **£50.00** administration fee by The University of Leeds to take your exams at your home institution, which will be added to your account. Please be aware that you will also be responsible for meeting any administration charges your home university may set.

**1. Your Details**

Family Name(s):	
First Name(s):	
Email Address:	
Leeds Student ID Number:	
Leeds Parent School:	

**2. Home University Details**

You must discuss your plans with your home university study abroad adviser. They must give their approval and contact details must be provided for the person supervising your exam(s) abroad.  
Your home university may charge for this and any associated costs are your responsibility.

Name of your Home University:	
Full Name and Post Title of the Contact at your Home University:	
Full Postal Address of your Home University:	
Email Address of the Contact at your Home University:	
Home University Student ID Number:	

**3. Your Modules at Leeds**

List below the examination(s) you wish to sit at your home university.  
Do not include modules that are assessed by coursework only. You should contact the teaching school to confirm submission dates for coursework and ensure you may submit early if necessary.  
You should check with the teaching school to ensure the exams can be taken at your home university i.e. that they do not have a type of assessment that must take place at Leeds (e.g. a practical). By signing and stamping the form below, the school Examinations Officer confirms the exams are suitable be taken at your home university.

Module Code (eg MATH1015)	Module Title (eg Linear Algebra)	Signature, Name, Date and Stamp of School Exams Contact.