

SEVENTH AND LAST EXAMINATION OPPORTUNITY – PROCEEDINGS

The student who has exhausted all their exam sittings of a subject may request a “*convocatoria de gracia*” (seventh and last examination opportunity) to the Chancellor. The procedure is as follows:

- Once the student has exhausted the 6th sitting of a subject, they shall request, if they wish, the “*convocatoria de gracia*” by writing a letter to the Chancellor, with an entry record at the Secretary of the Faculty or Centre. In that letter they shall include the identification data of the student and the subject for which the seventh and last examination opportunity is requested.
- The Secretary of the Faculty or Centre shall immediately pass on the writing to the Vice Dean of the degree for which the “*convocatoria de gracia*” has been requested. The Vice Dean will analyze the request by revising the complete records of the student and may request to the SOUAD, the student’s tutor or other relevant sources any reports he/she deems appropriate in this regard.
- The Vice-Dean will forward a copy of this writing to the Vice Chancellor’s Office for Students and University Extension, along with a report stating whether they recommend a positive or a negative resolution to the request. These documents will be sent by email and by internal mail to the secretariat of the Vice Chancellor.
- The Vice Chancellor’s Office for Students and University Extension shall resolve the case, in behalf of the Chancellor, and convey their solution to the student, with a copy to the General Secretary, the Vice Dean, and the Dean of the corresponding Faculty.
- If the resolution is positive, the student must use the “*convocatoria de gracia*” during the following year, generally on the first sitting (January for 1st semester subjects and June for the rest of subjects). Should the student be unable to attend this first sitting, they shall request for a postponement to the next sitting at General Secretary 15 days prior to the date of the examination.
- If a positive resolution is given, the following recommendations will be pointed out: attendance to classes is important; courses should be preferably done under the Continuous Assessment process; students should request for tutorial classes with the professor periodically, in order to clarify doubts and receive a feedback on their performance.