

***Please note :*** *This form does not need to be signed, but must be returned to* contact.event@unine.ch

* *from the* ***UniNE personal e-mail address*** *(**nom.prenom@unine.ch**)*
* ***by Wednesday June 2***

*Requests that are sent from an e-mail address other than the UniNE address will not be taken into consideration. Only the @unine.ch e-mail address will be used for correspondence.*

**Université de Neuchâtel**

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**SACAD-BPP**

Dies academicus

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Form for requesting a workplace
**June 2021 exam session**

This form should be used by students who are encountering practical difficulties in taking their exams remotely (e.g., defective equipment, inability to work undisturbed, connexion issues, etc.).

**personal information**

SURNAME (S) : Click to enter text First name (s) : Click to enter text

Email address : firstname.surname@unine.ch Phone number : Click to enter text

How many forms have you sent [[1]](#footnote-1) : number Date of my request : Choose the date

**exam information**

Faculty : Choisissez la faculté Program : Click to enter text

Exam name : Click to enter text

Exam date : Choose the date [ ]  Written exam [ ]  Oral exam

Exam schedule : Start : Click to enter text
 End : Click to enter text

**request and reason**

[ ]  I would like to have access to a workspace equipped with a computer

[ ]  I have my own laptop that I will bring with me and I only need a place to work without equipment

[ ]  My need is of a different kind: Specify your need

**Reason for my request** : Click to enter text

1. useful to ensure that all your requests have been taken into consideration [↑](#footnote-ref-1)