

Withdrawal of Registration for an Examination

I,

Student name

Matriculation number Bachelor Master

Degree program

hereby give notice of my withdrawal from the following examination

in:
Name of the module examination / module

on:
Date of examination

I have informed the examiner.

Date

.....
Wet signature

Please note:

Please refer to the de-registration deadlines set out in Section 63 (5) AllgStuPO: 3 days before the exam, 1 day before the first component of a portfolio examination, or as determined by the examiner. You can de-register, usually electronically, from a registered examination by this deadline without reason.

You may withdraw from an exam between the de-registration deadline and the start of the exam or first component of a portfolio examination. You must provide evidence of substantial reasons for doing so. The decision concerning your withdrawal will, generally, be made by the relevant Examination Board. If you wish to withdraw as a result of illness, please refer to the instructions on the form for a medical certificate (quick access 97214).

You are required to submit a separate form with relevant documents for every examination for which you have registered and from which you wish to withdraw. Section 63 (6-8) of the General Study and Examination Regulations (AllgStuPO) apply.

Withdrawing from an exam requires you to repeat the entire examination (including all components of a portfolio examination).

Special details regarding portfolio examinations: Withdrawal from an exam is not possible, if you are unable to complete a component of a portfolio examination, such as due to illness. Inform your examiner before the start of the component and submit documentation of the reasons for not participating within five days to your exam team. The examination will then be continued and any completed components will be recognized/recorded. Complete withdrawal from a portfolio examination is only possible in exceptional substantiated cases, such as when timely continuation is not possible.