

**Document 1-C**  
**Failure to meet the deadline for a repeat examination in degree program**

Dear student,

We regret to inform you that pursuant to Section 50 (2) of the applicable version of the General Study and Examinations Regulations (AllgStuPO) of 8 May 2013, you **did not pass** the first repeat examination in the module stated in your notification, due to failure to meet the deadline / failure to attend the examination

A module grade of **5,0 (not sufficient)** has been set for the module and you are required to repeat the module in accordance with Section 47 (3) of the AllgStuPO.

You have the opportunity to respond with a detailed written explanation for your failure until the date set in your notification. Your response will then be forwarded to the examination board for their decision. Should you not respond, or if you respond after the deadline has expired, your module grade will remain 5,0 (not sufficient) as per Section 50 (2) of the AllgStuPO.

In accordance with Section 49 (4) of the AllgStuPO, failed modules should be repeated by the start of the following semester, and at the latest by the end of the second semester after the failed examination, (please check the date in your notification).

As stated in Section 49 (1) of the AllgStuPO, the second repeat examination usually takes the form of an oral examination. Registration for the second repeat examination must be made in person in Examinations (**I B – Main Building**).

**Action against this decision may be brought before the Administrative Court of Berlin**

*This must be filed within one month of notification of the decision, either in writing to the **Verwaltungsgericht Berlin, Kirchstr. 7, 10557 Berlin**, or dictated in person to the clerk of the court (**Urkundsbeamter**), or via an electronic document as per Section 55a of the Code of Administrative Court Procedure.*

*The action is to be brought against Technische Universität, represented by The President, **Straße des 17. Juni 135, 10623 Berlin**. Please be aware that in the case*

*of written or electronic filing of an action, the date on which the Berlin Administrative Court receives the action determines whether the aforementioned deadline for filing an action has been met or not.*

Sincerely,

SAMPLE