

Contact

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My reference:
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Office hours:
Mon, Thu, Fri 9:30-12:30
Tue 13:00 -16:00

Opening times may differ outside of
lecture period

Waiting numbers are issued up to
half an hour before the end of office
hours

Document 2-C
Failure to meet a deadline in degree program

Dear student,

We regret to inform you that you **did not pass** the second repeat examination in the module stated in your notification due to failure to meet a deadline, in accordance with Section 50 (2) of the general study and examination regulations. A module grade of **5,0 (not sufficient)** has been set.

This module has now been definitively failed and you may not continue with your studies on this degree program.

As you did not respond, or only responded after the deadline had expired for submitting an appeal, the conditions for termination of enrollment (ex-matriculation) apply in accordance with Section 15 (3) no. 4 of the applicable version of the regulations governing higher education in Berlin (GVBl p. 378). You will be ex-matriculated ex officio unless you can provide sufficient reason for your continued enrollment within two months or before the end of the semester (whichever comes first). If you are intending to continue your studies on another degree program, please read the information regarding the conditions for doing so on the webpage of the Office of Student Affairs: <http://www.tu-berlin.de/> or via Quick Access: 20843. Please note the deadlines for application and enrollment.

It is not possible to re-register for the above-mentioned degree program for the coming semester. **A previous re-registration is canceled.** Should you have already paid your fees for the coming semester and you are not continuing your studies on another degree program at TU Berlin, these fees can be refunded to you. Your campus card is the property of TU Berlin and as such is to be returned to the Campus Center either in person or by post at the end of the current semester, together with the semester ticket for the coming semester should you already have received this. Further information is available via Quick Access 146450.

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