

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 4-C**  
**Failed final thesis (first repeat)**

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 in the final thesis due to failure to meet a deadline. A grade of **5,0 (not sufficient)** has been set for the final thesis.

The final thesis has now been definitively failed and you may not continue with your studies on this degree program.

You will be ex-matriculated ex officio, in accordance with Section 14 (3) no.4 of the regulations governing higher education in Berlin, 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 your above-mentioned degree program for the coming semester. **A previous re-registration is cancelled.** 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 Access146450.

**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