

General Information concerning final possible attempt of an examination

Dear Students,

If final attempts of examination are pending, we would like to wish you every success!

We would also like to inform you of the fact that should you wish to question the result of the examination, you have the option to initiate an application for reconsideration, whereby the examiner's decision will be reviewed a final time. You have three months to submit your application for reconsideration (see Article 48 of the Regulations Governing General Study and Examinations Procedures (AllgStuPO) below). You will be officially notified of this as part of the verbal notification of your result upon completion of the examination.

Should your examination be graded with 5.0, you will not be permitted to continue studying on this degree program. As such, initiating the application for reconsideration has no suspensive effect. Only filing a suit allows you continuing studies until judgement, but must be done within a month of the submission of the result of the examination and additionally entails costs for you.

Should you wish to initiate an application for reconsideration, we would kindly request you to observe the following procedures and deadlines in light of the requirements for filing a suit referred to above:

1. An application for reconsideration should be submitted to the relevant exams team in the Examinations Office **at the latest three weeks after announcement of the grade** (directly after your oral exam or QISPOS/SAP in case of written exam).
2. If by this time you cannot produce a statement of grounds for submitting your appeal, you have the option **to view your examination file** or to receive a copy thereof (in case of oral exam).
3. Within **a period of a further two weeks** you need to submit **a statement of grounds for the reconsideration process** so that the complete application can be forwarded to the respective examination board.
4. Notification concerning the definitive failing of the examination will then only be submitted at the earliest four weeks after receipt of your statement of grounds for submitting an application for reconsideration; in other words, you still have a full month to file a suit as the deadline for doing so only expires one month after receipt of this notification.

You are, of course, not obliged to keep to these recommended deadlines, as the AllgStuPO stipulates a three month period for initiating an application for reconsideration. We will however send out an appealable notification that an examination has been definitively failed once the above-mentioned deadlines have elapsed if we have received no application for reconsideration, or if the statement of grounds has not been appropriately submitted. In this scenario the deadline for filing a suit after the examination is considerably shorter, but your rights are not restricted.

AllgStuPO - Article 48 Reconsideration procedures

- (5) *Students are entitled to lodge an application for reconsideration against examination grades following disclosure of such grades, in order to revise and amend the exam grade. The original evaluation shall not be changed to the detriment of the student. The application for reconsideration shall be submitted to the examination board through the responsible body of the Central University Administration. An absence of the statement of grounds, according to paragraph (2) shall be remedied immediately upon request. Following receipt of the statement of grounds, students can lodge an application for reconsideration. Access to files should be granted in respect of evaluated exam assignments. The application for reconsideration should be received within three months.*
- (6) *Evaluations of these shall be substantiated in writing. The key reasons for the evaluation shall be presented. In case of oral subject exams, minutes shall be compiled in which the duration and significant objects and results of the module exam are established. In case of assignments within a portfolio examination, evaluations of individual assignments shall be substantiated in writing when determining the module grade.*
- (7) *The examination board is responsible for due performance of the reconsideration procedure. The board forwards the application for reconsideration to the relevant examiners and ensures that comments are received on time. After the examiners' comments have been received, they are forwarded to the responsible body of the Central University Administration. The responsible body of the Central University Administration issues a written letter to the student on the outcome of the application for reconsideration.*

- (8) *Examiners shall essentially decide on the application for reconsideration within one month. The evaluations and the key reasons for these evaluations shall be reviewed. The result of this review, including grading, shall be substantiated in writing in compliance with paragraph 2.*