Updated information for TU Berlin students from the Examination Office

Dear Students,

We would like to inform you about the following regulations:

**Impact of an appeal procedure in the event of a definitively failed examination/assessment**

In the event of an appeal against a decision that an examination has been definitely failed with suspensive effect, this decision will only become effective once a court decision has been made. Pending this court decision, you can continue to register for and take examinations. You cannot, however, repeat an examination for which you have appealed the decision. Should the court decision go against you, it is possible to have exams taken during the appeal procedure recognized for other degree programs.

**English translations of decisions**

Convenience translations of standard notices issued by the Examination Office informing students of decisions are available via Quick Access 186789 (switch to English) or the following link https://www.pruefungen.tu-berlin.de/menue/informationen_hinweise/formulare/parameter/en These notices are sent out in the event of missed deadlines for final theses or for failed or definitively failed examinations. The German notices contain a corresponding subject line in English.

**Freiversuche (examinations for which a first fail is not counted as an attempt)**

In accordance with Section 50 (1 & 2) of the General Study and Examination Regulations, students taking an examination as a Freiversuch (not counting as an attempt) are also required to de-register in good time (no reason is required) or to officially withdraw and provide the requisite documents in the event of illness or other relevant reasons. You are required to submit the relevant form and documentation to your examination team within 5 days (including weekends) as per Section 50 (3) AllgStuPO. Should you fail to de-register or withdraw in accordance with the regulations, you will be officially deemed to have not attended and the Freiversuch will be failed (5.0). This means that it will be counted as a failed attempt and no longer as a Freiversuch. The usual number of attempts for an examination remains unaffected.

**Registering for an examination in person**

If you registered for an examination with your examination team in person, then you are required to submit the yellow copy of your registration as soon as possible and before the deadline for registration to your academic chair or directly to your examiner. Should you fail to do so, the chair can refuse you entry to the examination, even if you registered with the examination team in time.

**Proof of notification of sickness for the BAFöG office.**

If you receive BAFöG and were not able to take an examination due to illness, you may be required to submit copies of your notification of sickness to the BAFöG office. If possible, please make copies before submitting your notification of sickness to your examination team to avoid making extra work.

> Seite 3/4
Illness and portfolio examinations

It is not possible to de-register from an entire portfolio examination procedure on the grounds of illness if you have already completed some assessments and your illness only affects one of the remaining assessments. Your registration remains active and the assessment procedure is to be resumed at the next possible time. Assessments completed prior to and after an illness remain unaffected.

The examiners and the Examination Office must both be notified in the event of inability to complete an individual portfolio assessment due to illness, and proof of sickness (sick note) must be presented to the Examination Office within five days at the latest (including weekends). Failure to comply with this procedure will result in your receiving 0 points for the portfolio assessment you were unable to complete.

Once you have recovered from your illness, you will be required to complete any remaining portfolio assessments during the current examination period.

If you are unable to arrange with the examiners to complete the assessment for which you were ill during the current examination period, your registration will be carried over to the following examination period, in other words you will continue to be registered and will only be required to complete the missing assessment or the outstanding assessments, whichever applies. Please ensure that you do complete the outstanding assessment(s) in the following examination period as you will otherwise be awarded 0 points.

If you have been given a grade of 5.0 despite informing the examiners and the Examination Office of your illness in good time, then please contact your examination team as soon as possible.

A complete withdrawal from a commenced portfolio examination (with the requirement of a new registration at a time to be determined by you; in the case of a repeat examination within the repeat period) will only be recorded in the Examination Office in the event of a prolonged illness which makes it impossible for you to complete the examination within a reasonable period of time. This must be justified separately. In such cases, assessments which have already been completed also remain unaffected.

Further details and current information can be found on the website of the Examination Office or via Quick Access: 9368.

Sincerely,

Jana Weber
Head of Examinations