

Application for a Notification of Inability to Take Examinations

Annex 1 to the Official Notices of TH Wildau 12/2008

Department:

Last name, first name

c/o

Street, no.

post code, town

Received by FB/PA _____

Processing time 21 days from date of receipt

Received by SG SA _____

Student registration number _____
Seminargruppe _____

Reason for the application exemption: _____

(Please submit the application together with documentary evidence to the Examinations Board within 3 work days)

Period of exemption from: _____ to: _____

I formally request recognition of the reasons for my inability to take examinations.

Examination semester of course	Examination attempt	Course	Academic member of staff	Date of examination	Course PNR (completed by SG SA)

Date: _____ Signature of student: _____

The Chair of the Examinations Board:

Application cannot be processed: illegible/incomplete/ _____

Documentary evidence for inability not recognised *): No applicant/ exceeded deadline/

Certificate of the inability to take examination(s) missing/

The documentary evidence of inability is recognised subject to the following conditions:

That the examination is to be taken in the next examination period

That the examination is set and announced by the department

Consultation with the university lecturer

The date of the examination is to be set by arrangement with the Examinations Board

* If the notification of inability application is rejected for a third examination attempt, the student is automatically deregistered

Date: _____ Signature: _____

Copy

SG Student Affairs

Student

University lecturer

Information on the right to appeal

An appeal against this decision may be lodged within one month of its announcement. The objection must be submitted to the Technical University of Applied Sciences Wildau, Hochschulring 1, 15745 Wildau, Germany in writing or stated orally on the record.