

Disclaimer

This document is a courtesy translation provided for your convenience. Please note that the original form must be opened and completed in the **German language**. Only the **German version** is legally binding.

To: Examination Office

Resignation from Exam

Personal details			
Name, first name			
degree programme			
Degree			
Student ID		Email	

from exams up to two weeks before the exam date

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Exams that take place during the semester or are divided into several parts are excluded if at least one partial exam has already been taken.

for reasons beyond the candidate's control (e.g., illness, train delay, work placement abroad)

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Appropriate proof (doctor's note, confirmation from the internship provider or the German Federal Railways) must be submitted to the Examination Office immediately (within three working days after the exam).

Examination number (see Examination schedule)	Examination subject (see examination schedule)	Date of exam (see exam schedule)

Time of examinations

If the specified deadlines are exceeded by more than two semesters, the student **must** undergo **study counseling service** at the relevant faculty.

Date / Signature of the student(s)