

## **Change Requests Regarding Preliminary Examination Schedules**

Due to intense interrelations between the degree programs and the partly unpredictable combination of compulsory optional modules, all examinees are involved in the examination planning process on the basis of the framework conditions outlined below. An examinee bears the consequences of not exercising his/her duty to cooperate by not providing the relevant pieces of information in due time.

**Period to request for changes:**

**Mon, 9 Nov 2020 – Fri, 13 Nov 2020**

**Procedure:**

### **1) Request to postpone an examination to another day**

Owing to the current situation, requests to postpone an examination to another day can only be taken into account for extremely valid reasons. A high examination load is not an extremely valid reason.

Please submit your request by email including the following information:

- First name, surname of the applicant
- Matriculation number
- Degree program / the applicable examination regulations
- The exam in question
- What change should be made?
- Substantiation of the urgent need to change the date

### **2) Request with reference to two examinations scheduled for different times for the same day**

If you merely wish different examination times for two examinations scheduled for the same day, please identify these exams by email.

### **3) Missing examinations**

Missing examinations also need to be referred to by email. Please check whether the examinations that you are planning to take are part of your examination regulations (column PO).

**Contact:**

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