

Withdrawal of Registration for an Examination

I,

Mr/Mrs/Miss/Ms

Matriculation number Bachelor Master

Degree program

hereby give notice of my withdrawal from the following examination

in:
Name of the subject/module examination

on:
Date of examination

I have informed the examiner.

Date

.....
Wet signature

Please note:

For every examination for which you have registered and from which you wish to withdraw, you are required to submit a separate form with relevant documents. The general Study and Examination Regulations apply.

It is generally possible to withdraw from examinations without providing a reason up to one day before the first examination date (in the case of portfolio examinations) or the first examination attempt (in the case of single examinations), and repeat examinations within the repeat examination period. In such cases you will not receive a notification concerning your withdrawal application.

After the date of the first examination attempt for single examinations, or after the date for the first examination in the case of portfolio examinations, or after the expiration of the period for repeat examinations, a reason must be provided for a withdrawal. In addition to your request to withdraw, you will need to provide a written document detailing your reasons for withdrawal as well as relevant documents. The decision concerning your withdrawal will, generally, be made by the relevant Examination Board. For withdrawals arising as a result of illness, please refer to the instructions on the form for a medical certificate (quick access 97214)