

Dear Students,

The Examination Office would like to provide you with some further information regarding the current examination period announced by the vice president for teaching, digitalization and sustainability. Please note the information regarding deadlines for final theses and term papers.

Please provide **your matriculation number and your degree program in all correspondence** with your exams team and contact us via the contact form or your TU email account!

Please also refer to the information provided at: <https://www.tu.berlin/pruefungen/corona-news/studierende/>

Examination registrations

You must register in good time prior to all examinations. There may be a number of reasons why this is still not possible, even after the registration option has been activated by the academic chair in QISPOS.

- You still have an open registration from the winter semester for the examination you wish to take (for example if your examination had to be canceled). This registration remains active and you can take the examination in the summer semester without further measures.
- Should you not be able to register due to a technical problem, then please contact technical support:
<https://www.tu.berlin/studieren/studienorganisation/pruefungen/qispos/technische-betreuung-qispos/>

You can find information regarding other question/problems at:
<https://www.tu.berlin/studieren/studienorganisation/pruefungen/qispos/>

To register for elective and additional modules, please submit a registration form to your examination team in good time. Please be aware that we often need several days to process registrations and we may need to contact you to request further information.

You will receive a confirmation email from your exams team. Please inform your academic chair of your registration immediately after receipt of this confirmation. You can find the module title under “registered examinations” in the elective and additional modules section and present this when entering the examination room or when entering the premises.

Deregistration from an examination

If you are unable or do not wish to take part in an examination, you need to do the following:

- If you are still registered for a canceled examination from winter semester 19/20 and do not wish to take the deferred examination in summer semester 2020, then you can deregister without providing reason up until the day of the examination (before the exam is scheduled to commence). Please inform the responsible exams team of your withdrawal (see <https://www.tu.berlin/go1259/>):

Team IB 1: [ib1\(at\)pruefungen.tu-berlin.de](mailto:ib1(at)pruefungen.tu-berlin.de)
Team IB 2: [ib2\(at\)pruefungen.tu-berlin.de](mailto:ib2(at)pruefungen.tu-berlin.de)
Team IB 3: [ib3\(at\)pruefungen.tu-berlin.de](mailto:ib3(at)pruefungen.tu-berlin.de)
Team IB 4: [ib4\(at\)pruefungen.tu-berlin.de](mailto:ib4(at)pruefungen.tu-berlin.de)
Team IB 5: [ib5\(at\)pruefungen.tu-berlin.de](mailto:ib5(at)pruefungen.tu-berlin.de)

- If you have registered for a new examination in summer semester 2020 and do not wish to take part, you can withdraw (even after the end of the deregistration period) up to the day of the examination (before the examination is scheduled to start or before the start of the first element of a portfolio examination). In principle, it is only possible to deregister from a portfolio examination up to the start of the first element of the examination. Please inform the exams team and examiners of your wish to deregister.
- After an examination has commenced, you may only withdraw if you have particularly strong grounds to do so. In general, this means you will need to provide a medical certificate issued on the day of the examination. If the examiners stop the examination because it is clear that you are ill, you will only need to present a medical certificate if required to do so by the examiners.
- If you do not attend an examination for which you registered without officially withdrawing or fail to present a medical certificate and do not provide proof of good reason for not attending, you will be graded with a 5.0 and your non-attendance recorded.

Preparing to take part in an in-presence examination

You are required to wear a face mask throughout the entire examination.

- If you wear glasses, we recommend wearing a mask with a metal nose wire to prevent your glasses from fogging up.
- Scarves and kerchiefs are not recommended as they are more likely to slip. Instead, we recommend cloth or multilayer paper masks secured with elastic bands. Depending on the duration of your exam, we recommend having a change of mask available.
- Masks with a built-in valve are not recommended, as they are less effective at protecting others.
- Masks with a built-in filter that make noise are not permitted.

If you are at risk or in contact with someone at risk according to the RKI criteria (whether professionally or privately), and you are unable to avoid contact, you may submit a “Request to Change the Method of Examination” to your relevant examination board. Please be sure to do this **in good time**. You should submit appropriate proof with your application. The Representative of Students with Disabilities and Chronic Illnesses can assist you with your request ([barrierefrei\(at\)tu-berlin.de](mailto:barrierefrei(at)tu-berlin.de)). The Department of International Affairs provides assistance for international students ([binstud\(at\)international.tu-berlin.de](mailto:binstud(at)international.tu-berlin.de)).

Participating in an in-presence examination

You are permitted to briefly remove your mask to take a drink or bite or change masks. Please avoid speaking without the mask to prevent the spread of aerosols.

If you fail to adhere to the distancing and hygiene regulations, the exam proctor is authorized to take steps to ensure compliance or request you leave the room and discontinue the exam for

the safety of others. Your exam will then be assessed depending on the circumstances of the individual case.

Viewing failed examinations

If you are unable to view an examination you failed at an early point in time, you have the option to do so at a later date. It is still possible to alter your grade retroactively. This also applies if you have in the mean time taken and failed a repeat examination.

Writing periods for term papers and final theses

The writing periods recommence after the end of the digital summer semester on **20.07.2020**. This means that

- for all term papers and theses commenced prior to 12.3.2020, you still have as many days left to complete your paper or thesis as remained on 13.3.2020. For example: if the original date of submission was 31.3, then there remained 19 days to complete the project on 13.3 (including 13.3). These 19 days continue to count again from 20.7, meaning a new submission deadline of 7.8.2020.
- All students whose writing time commenced on or after 13.3 have not yet used any of the allotted days, meaning that the writing period only begins on 20.7.2020. The Study and Examination Regulations (StuPO) apply.
- Individual students prevented from continuing to work on their thesis or paper from 20.7 due to ongoing restrictions regarding the use of labs or other facilities or any other restrictions arising from the coronavirus should apply for an extension to their examinations board.

We wish you every success with your upcoming examinations!

Jana Weber
Head of Examination Office