



## **Information on registration/de-registration and withdrawal from module examinations**

### **1. Which module examinations are to be taken?**

For each Master's program, there is a study and examination regulations with a module handbook, which contains the description of the module (contents, application, module examination, credit points ...). You can find the study and examination regulations applicable to you on our homepage at <https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungs-und-studienordnungen>.

### **2. How do you register for or de-register from a module examination?**

You must register for participation in the examination. The Examination Office will announce the dates of the module examinations of the respective official examination period. The examination schedules can be found on the homepage of the Examination Office, [https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungszeit?set\\_language=en](https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungszeit?set_language=en). The announcement of the scheduled dates also includes information about the deadline for registering for and de-registering from the module examinations.

You can register for **written examinations** and **oral examinations** during the core examination period via the OPAL education portal. You will receive an email from the Examination Office sent to your TU email address in good time.

Registration for **reports, seminar papers** and **other relevant written work** usually occurs at the beginning of the semester in the courses. Once the topics or tasks have been distributed, your name will be included in the list of participants and a deadline will be specified by the lecturer. With your signature, you are bindingly registered for this module exam/examination.

**De-registration** from a **written or oral examination** is possible within the deadline via OPAL. Once the deadline has passed, all exam registrations will be transferred to the IHI student portal QIS. You will also be informed about this by e-mail and requested to check your registrations and, if necessary, report missing registrations or discrepancies within a stated deadline.

Later registrations are then no longer possible.

Afterwards, a withdrawal (de-registration) from a written or oral examination without indicating a valid reason is only possible up to 3 calendar days before the examination date by email (only from a TU email address) to the Examination Office ([pruefungsamt.ihi@tu-dresden.de](mailto:pruefungsamt.ihi@tu-dresden.de)) or by using the form. You can obtain this form on the homepage of the Examination Office, [https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungen/an-und-abmeldung-von-pruefungen?set\\_language=en](https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungen/an-und-abmeldung-von-pruefungen?set_language=en).

After this deadline, your registration for the examination is binding.

**Without registration, participation in the exams is not possible! Therefore, please check the exam status in QIS after the registration period.**



### **3. What withdrawal options do you have?**

If you are unable to meet your examination obligations, you are required to notify the Examinations Office immediately.

The Examination Regulations of IHI Zittau regulate what has to be taken into account if an examination is missed. The wording is usually as follows:

An examination is assessed as "insufficient" (5.0) if the student fails to attend an examination at the required time without good cause or withdraws without good cause. The same applies if examined work is not submitted within the specified time period.

...

The reason for failing to attend or withdrawing must be immediately submitted to the Examination Office in writing. In the case of illness, students are usually required to submit a doctor's report, and an official doctor's report in the event of doubt. ... The Examination Board will decide whether or not to authorise the withdrawal or accept the reason for failing to attend.

Irrespective of this, the following principles apply with regard to the formal requirements and the procedure in the case of failure to pass an examination:

You are **obliged to bring and provide evidence**.

You have to request your withdrawal from the examination in writing or explain your absence in writing. In the event of *withdrawal due to illness*, the application and a *medical certificate* must be submitted.

Otherwise, use the *application for withdrawal with a valid reason*. The applications can be found under the following link:

<https://tu-dresden.de/ihi-zittau/studium/pruefungsamt/pruefungen/ruecktritt-von-pruefungen>.

In cases of doubt and/or e.g. in the event of frequent or long-term illness, the Examination Board or Examination Office is entitled to demand a detailed specialist medical certificate or an official medical certificate/medical opinion.

Please note: When requesting a medical certificate, you must release your doctor from the duty of confidentiality. You would like your inability to take the exam to be determined and thus be granted another attempt at the exam. However, if the medical certificate cannot be accepted due to insufficient information, the examination attempt will be graded as "insufficient" (5.0).

The applications/attestations/evidence must be submitted in the original in any case (by mail or in person or dropped into the house mailbox); in the case of foreign attestations, a certified translation is also required.

The term "**immediately**" means "without undue delay", i.e. you are obliged to provide proof at the earliest opportunity when it is both possible and reasonable for you to do so. It is not necessary to bring the documents in person; immediate submission by mail is considered sufficient (address: TU Dresden - IHI Zittau, Examination Office, Markt 23, 02763 Zittau). If you entrust third parties with the forwarding, you must make sure that the delivery has been carried out properly. Any omissions by your couriers are your responsibility.

You can only take the examination at a later date if you inform the Examination Office immediately of your withdrawal or explanation, and the reasons you have given and substantiated are recognised by the Examination Board or Examination Office.

If you have not informed us immediately (usually within 3 days) of your withdrawal or absence, i.e. as soon as possible, or if your explanations are not recognised, then the relevant examination is deemed to have been graded "insufficient" (5.0) in accordance with the Examination Regulations!

Therefore, it is very important that you know exactly how to react and what needs to be done if this should occur.

You can only take part in a module examination if you are registered for it.

Please check the examination status in good time on the student portal, <https://tu-dresden.de/ihl-zittau/studium/Studienorganisation/studentenportal>

If you have any questions/problems, please contact the Examination Office immediately.

E-Mail: [pruefungsamt.ihl@tu-dresden.de](mailto:pruefungsamt.ihl@tu-dresden.de)

IHL Zittau Examination Office

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