



Please note that ONLY the German version of this document is legally binding and has to be filled out and signed. The English translation is provided to help you fill out the original German document.

## LATE REGISTRATION FOR AN EXAMINATION

### Information on legal regulations:

After the registration deadline students may only register for an examination if they can provide proof that they missed the registration deadline due to reasons that are *not* within their control. Reasons such as not knowing how/when to register, computer problems, being abroad, or receiving incorrect information from other students can generally not be considered as these factors are within students' control.

Students who can prove that they missed the registration deadline for reasons beyond their control may submit an application for late registration to the **chairperson of the board of examiners** using this form.

The board of examiners informs the Examinations Office of its decision in writing. If the application for late registration is accepted, the student is registered for the examination; if the application is rejected, the student is informed of this by e-mail.

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### Application for late registration for a module examination for the attention of the chairperson of the board of examiners for the degree program

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Degree program: \_\_\_\_\_

Student registration number: \_\_\_\_\_ Semester of study in the program: \_\_\_\_\_

Examination module number: \_\_\_\_\_  
(please provide the exact number)

Title of the examination: \_\_\_\_\_

Examiner: \_\_\_\_\_

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Reason for late registration:

- Unable to register during the registration period due to illness; see attached medical certificate
- Technical problems during registration; see attached written confirmation from the Computer Center or the Examinations Office
- Incorrect information provided by the examiner or by the module coordinator; see attached written confirmation from the examiner or from the module coordinator
- Other reasons not within the student's control (specified below); see attached proof if applicable

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Place, date

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Signature of student

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**[This section will be filled out by the board of examiners]**

The application has been accepted.

The application has been rejected as sufficient reasons were not proven.

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Eichstätt,  
Place, date

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Signature on behalf of the board of examiners