

ANNOUNCEMENT

Concerning: **Examination period, registration for examinations, registration check, withdrawal from examinations, grade publication and viewing completed examinations in the winter semester 2023/24**

The Examinations Board recommends the following dates for the **examination period** in the winter semester 2023/24:

Friday, 26/01/ – Wednesday, 14/02/2024
for regular examinations and
from Tuesday, 5/12/2023
for repeat examinations

Language and elective (AWP) examinations will take place
between

Friday, 19/01/ – Thursday, 25/01/2024,
and repeat examinations on Saturday, 02/12/2023,

coursework-related assessments (e.g. prerequisites for admission to examinations) may take place before this period. The Examination Committees may set different dates in consultation with the deans.

Registration for examinations must take place between

Tuesday, 07/11/ – Tuesday, 21/11/2023

via the Primuss Portal of the Deggendorf Institute. Students in their internship/practical semesters or semesters abroad can also register for examinations in writing during this period. You will be notified by the Centre for Studies via e-mail about the deadline for checking examination registrations.

Withdrawal from an examination for which you have registered is only possible if you cancel your registration in the Primuss Portal or in writing to the Centre for Studies **no later than seven days before the examination**. This also applies to course-related

performance assessments (e.g. for elective (AWP) subjects) that take place before the examination period and for which registration is required. If no official withdrawal has been received and the student has missed the examination for reasons for which they are responsible, the grade "not sufficient" must be awarded.

An inability to take an examination due to illness must be reported to the Centre for Studies within three working days after having missed the examination. The form is available for download in the Primuss Portal under „*Applications and Messages*“.

Please note: If a student **discontinues** an examination that has already begun, the above-mentioned certificate must also be provided. The certificate must show that the reasons for discontinuing the examination were not already known **before** the examination began.

The responsible examination committee will decide whether these reasons can be acceptance or not.

Grades will be published via the university's websites and/or Intranet sites **starting Friday, 01/03/2024**.

Due to the process of recording the grades, the transcripts of record will no longer be updated from 01/12/2023 until one week after the grade announcement on 01/03/2024.

Examinations can be viewed from **Monday, 18/03/ to Friday, 05/04/2024** by arrangement with the examiner during their respective office hours.

Students who are ex-matriculated for having definitively failed their examinations can apply to the examiner for an earlier viewing of these examination paper(s).

Chair of the Examinations Board



Prof. Dr. Marcus Herntrei

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