

This is a translation of the original "Allgemeine Hinweise zur Wiederholung". Only that original is legally binding. No legal claims or titles result from this English translation.

General information on registering for retakes

➤ **It is compulsory to register for the retake.**

For this reason, you cannot cancel your registration or withdraw from the examination **without giving grounds**. If you miss the registration period or if you have canceled your registration, then when the examination date has passed you will be graded as "did not attend" (Versäumnis).

➤ If you were hindered from taking part in the retake **due to illness**, then the registration must take place for the next date scheduled, either by the person responsible for the module, or by yourself, depending on the program. When you were unable to take an examination **due to illness**, it is classed as a withdrawal. This means that you have not used up your attempt (first or second retake), and should reregister in accordance with the relevant conditions.

Example:

You were ill for the first retake (second attempt), so the next attempt is still your first retake (second attempt). Depending on the program, you may have to register yourself, or, for the bachelor's degree program Chemistry, the person responsible for the module must make the registration.

➤ **Terminating your enrollment** before the retake does not free you of the obligation to retake the examination. If you do still wish to take the retake, you need to use the [contact form](#) to do so, because after your enrollment has been terminated, you can no longer register via FlexNow. Should you not wish to participate, then when the examination date has passed you will be graded as "did not attend" (Versäumnis). This leads, when all the attempts have passed, to the loss of the right to take examinations in the relevant program.

➤ For **students from other faculties and teacher training students**, the rules on registering in force for the relevant program are valid, and the relevant lecturer is in charge should there be problems regarding the registration.

➤ **Courses which are not weighted in the module grade** can generally be repeated as often as desired, and, once passed, count as completed. Students register on FlexNow.

Retakes of courses which are graded are governed by the same regulations governing the retakes of module examinations. Detailed stipulations can be found in the module catalog. Registration for these is also organized similarly to registration for module examinations from the relevant program.

➤ We refer you to the section "Bachelor's and master's theses" for information on retaking **bachelor's and master's theses**.

➤ In the bachelor's program Chemistry, or the master's programs COSOM and MedChem, if you have a **leave of absence**, the deadline for the retake is moved backwards the length of the leave of absence.

In the bachelor's program Business Chemistry, and the master's programs Chemistry, Business Chemistry and SYNCAT, the deadline for the retake is not moved backward unless it is for a semester abroad. To register, please use the [contact form](#).