

**Application for a free attempt in Master's study programmes**  
(Valid from study and examination regulations on the basis of the RSPO 2016)

.....  
surname, first name

.....  
matriculation number

.....  
degree programme

.....  
full study semester

I hereby apply for a free attempt in the module  
for the winter semester ..... or summer semester.....

.....  
module

.....  
module number

.....  
examination form (written exam, oral report, work report)

.....  
course number

Please tick the applicable

**After a failed 1st examination**  
Thereby, in the context of a free attempt, the first failed examination is classed as not having been taken.

**Thereby, in the context of a free attempt, the first failed examination is classed as not having been taken.**  
An examination passed in the context of a free attempt may be repeated once within 2 semesters for the purpose of improving the grade. In doing so, the respective best result is counted.

**You can find a more detailed explanation of the rules concerning a free attempt on the back page.**

The examination took place on .....

My examination results were announced on .....

This is my  1st free attempt.

With my signature I declare that I have taken note of the [privacy policy](#).

.....  
date (Please pay attention to submission deadlines!)

.....  
signature student

Please submit to the Student Support Service Department within the deadline!

**To be filled in by the examination office of the Student Support Service & International Office:**  
*The 1st examination attempt was completed within the first two semesters: yes/no*  
*The 1st examination attempt was completed on the official examination date and at the first attempt: yes/no*  
*The requested free attempt is repeated within 2 semesters of the 1st examination attempt and is applied for within the deadline: yes/no*  
*The requested free attempt is the student's first free attempt: yes/no*

**The free attempt is approved / not approved.**

.....  
date

.....  
signature Student Support Service Department

## **Regulations for free attempts for Master's study programmes (as from the Framework University and Framework Examination Regulations 2016)**

### **I did not pass an exam at the first attempt and would like to make an application for a free attempt, how do I do that?**

After your first examination attempt, you can apply for a free attempt at the Student Support Service **4 weeks before the start of the next examination period**, if the examination was taken within the official study period on the official examination date (according to the curriculum). The regulations for free attempts only apply in regard to module examinations from the first two semesters. If you are prevented from taking an examination (e.g., through illness, de-registration or holiday), you lose the option of the free attempt because it is reliant on taking the examination on the official examination date.

### **I have passed an examination, however, I would like to improve my grade. When can I make use of an improvement attempt?**

A passed module examination may be repeated in order to improve the grade if you passed this examination at the first attempt and on the official examination date within the official study period. The regulations for free attempts only apply in regard to module examinations from the first two semesters.

An attempt to improve the grade can also be applied for at the Student Support Service **4 weeks before the start of the next examination period**.

### **What happens if I do not pass the improvement attempt or get a worse grade?**

The best grade will always be counted.

### **How often can I make use of a free attempt and/or an attempt to improve the grade?**

1. Students in Master's study programmes may make use of this regulation **once**. That means that you can make use of either one free attempt or one attempt to improve the grade during your degree.

### **What do you need to know?**

1. Only one application per module is possible. Sub-modules use up one attempt (application).
2. The examination concerned must be passed within the two semesters following the attempt.
3. De-registration or non-attendance of the requested examination attempt without permission means the options of the free attempt and the attempt to improve the grade cannot be used.
4. Please inform the Student Support Service as soon as the grade for the free attempt is entered into the individual results.