

Application for upgrading an exam result

Please submit this application **in the registration period stated for the examination below in the examination office.**

Family name _____

Given name _____

Student ID _____

I hereby request the upgrading of my mark for the subject below:

Examination date
for the upgrading: _____

Subject number: _____

Subject name: _____

Examiners _____

Mark so far: _____

I have read and understood the pertinent stipulations of the applicable examination regulations.

On request, the examination board can grant students twice the attempt to achieve a better grade for modular exams of the type 'written exam' or 'term paper' during the course of their studies. An approved repeat exam has to be taken to the next possible exam date. The better mark shall be valid.

Please note:

If you take the attempt to achieve a better mark for an achievement that has been recognised WITHOUT a mark, the mark that was achieved at THGA to pass the exam will be acknowledged. Attempts to upgrade a mark are only possible before completion of studies.

I hereby declare:

that I have **not** taken **any** attempt to upgrade my mark

that I have **only** taken **one** attempt to upgrade my mark

(Subject: _____)

I know that I have to check whether my application was entered into the system in the week after the registration period ends. I have to inform the examination office of any inconsistencies immediately per e-mail (info@thga.de) as otherwise I will not be able to take the examination(s).

Date

Applicant's signature

To be completed by the Examination Office:

Processed on: _____

Signature Examination Office