

Exam Deregistration (Prüfungsrücktritt)

For students with German language skills: please find information here:

<https://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/pruefungsanmeldung/#c104842>

Brief summary in English:

I. Written Exams (Klausuren)

You can deregister up to **seven days** before the exam. To do so, please go to the QIS-Portal (where you also registered for the exam) and deregister. The instructor/examiner does not have to be involved.

If you need to deregister **later than this or on the day of the exam**, please follow the instructions below (“deregistration after the end of the registration period”).

II. Term Papers and Internship Report (Praktikumsbericht)

You can deregister from a PL until **the date that a topic has been issued** (Themenausgabe). For the programs of the English Seminar, this is **January 28, 2023**. To do so, please inform the instructor/examiner and ask them to enter “AMD” (=“Abmeldung” in the portal). In the English Seminar, students who have not yet discussed a topic for their term paper by January 28 will automatically be deregistered directly by the instructor/examiner.

III. Oral Exams

You can deregister up to **one day before** the exam. To do so, please go to the QIS-Portal (where you also registered for the exam) and deregister. Also, please inform the instructor/examiner.

Deregistration after the End of the Registration Period: Procedure

There are two reasons qualifying for deregistration once the registration period is over:

a) Sickness

You have to submit a **doctor’s note**. Please be sure to use the form that can be downloaded below. This contains a section that **the doctor needs to fill in; an ordinary note is not enough**.

https://www.uni-hannover.de/fileadmin/luh/content/pruefungsamt/formulare/01allgemeine_formulare/Ruecktrittserklaerung_wegen_Krankheitsbedinger_Pruefungsunfaehigkeit.pdf

b) Non-health-related substantial reasons

Please complete and submit this form:

https://www.uni-hannover.de/fileadmin/luh/content/pruefungsamt/formulare/01allgemeine_formulare/Ruecktritts-Verlaengerungserklaerung_wegen_wichtiger_Gruende.pdf

These declarations of deregistration need to be submitted at the soonest possible moment. If you run a high fever or have other acute conditions, you need to see a doctor once you are fit enough to do so. Please be sure to contact the instructor by email on the day of the exam if you cannot participate and then submit the declaration including doctor’s note soon afterwards to:

- FÜBA/ Master LG: FueBa-LehramtGym@pa.uni-hannover.de
- Bachelor TE / Master LBS: TEd-LBS@pa.uni-hannover.de
- NAS: NAS@pa.uni-hannover.de