

Dear students on **Bachelor's** and **Master's** degree programmes,

As proposed by the University Board, the University Senate decided on 09.07.2014 to replace the previous cases of hardship regulation in § 10 of the Examination Procedure Regulations (PVO) for examination resits with a so-called "examination joker card".

I. Content of the new regulation

The new § 10 PVO states:

§ 10 PVO - Module examinations – resits and examinations failed

"(1) Failed examinations can be repeated twice. Examinations passed must not be repeated.

(2) Students will be granted a third resit attempt after a written application has been made for up to two module examinations. Any third resit attempts on a previous Bachelor's or Master's degree programme at this University will be recognised.

(3) The third resit attempts replace cases of hardship regulations and reviews.

(4) The application for a third resit attempt must be submitted within one month after the end of the review period in accordance with § 8 Paragraph 1 to the Chair of the Examination Board.

(5) A module examination is failed if one of the required examinations was marked as "insufficient" (5.0 or worse) or "failed" or is deemed to be marked as such."

According to the previous regulation, there was only the option of submitting an application for an additional (third) examination resit if evidence could be provided of special hardship. This regulation is hereby cancelled and is replaced with the new "joker card regulation", according to which you can apply for a third resit attempt for a total of two examinations during your whole period of study at Kiel University, without having to present special reasons for this. The option of withdrawing from examinations is not affected by this change and continues as previously (see below under IV.).

For the total study period at this University you therefore have two "joker cards" available. For each examination only one "joker card" may be used, the use of both "joker cards" for the same examination is not permitted. If you change degree programmes or pursue a second degree programme within the CAU, you will not receive any additional further "joker cards".

II. Requirements for using a third examination attempt in accordance with the new "joker card regulation"

The requirements for using a "joker card" are that

- a module examination has not been passed at the third attempt or is not considered as passed and
- the application for a "joker card" was submitted within one month after the end of the relevant review period in accordance with § 8 Para. 1 PVO; it must be made in writing via the responsible Examination Office to the Chair of the Examination Board. The appropriate form can be found under <http://www.pamt.uni-kiel.de/pas/vzp/downloads/formulare/joker>

The available "joker cards" should be selected and used carefully. You should always first use the option of de-registering from the examination within the deadline or withdraw for a valid reason. (For more information, see IV.)

III. Entry into force of the new regulation and transitional provisions

These changes entered into force on 26.09.2014. The "joker card" can be used for the first time for the module examinations whose second resit attempt took place after 30.06.2014.

In detail this means:

- For cases of hardship applications, which are submitted for examinations whose last attempt took place **before 1 July 2014**, the previous regulation from § 10 applies exclusively.
- For the **transitional period from 1 July 2014 until 25. September 2014**, cases of hardship applications in accordance with the previous regulation can be submitted as well as "joker cards" in anticipation of the new regulation. Further details also apply as follows:
 - o If in your opinion there is no case of hardship, you do not wish to submit a case of hardship application, or if your case of hardship application was rejected, you have the option of applying for a "joker card". For other examinations there is then **one** "joker card" left available.
 - o If you submitted a case of hardship application and if a positive decision was reached on this, the additional examination attempt will be granted on the previous legal basis. You have not yet used a "joker card", so you can still use it for other module examinations.
- **As soon as the new regulation enters into force (26.09.2014)**, it will no longer be possible to submit cases of hardship applications in accordance with the old regulation.

Please note that for examinations for which a further (third) resit was already granted, regardless of whether a case of hardship application was allowed or the "joker card regulation" was used, the "joker card regulation" cannot be used again. The requirement for a "third resit" would not be satisfied for the "joker card", as a fourth attempt had already been used. The number of possible attempts per examination does therefore not increase.

IV. De-registration or withdrawal from an examination and excused absence

At this point we would like to reiterate expressly that you – depending on the facts of the case – should first use the following options:

- **De-registration from an examination:** during the registration and de-registration period you can withdraw at any time from examinations for which you have already registered – without giving any reasons.

Withdrawal/Absence: after the end of the registration and de-registration period you can withdraw from the examination if you provide evidence of a valid reason immediately (e.g. illness). The withdrawal can be declared before, during and in exceptional cases immediately after the examination. If you are unable to attend an examination unexpectedly owing to a valid reason (e.g. accident on the way to the examination), the absence is considered excused if evidence of the reason is provided immediately. You can find further details and the necessary forms here:

<http://www.pamt.uni-kiel.de/pas/vzp/pruefungsverfahren/formulare>

- The attestation form regarding inability to take an examination has to be completed by the doctor and submitted by the student to the responsible Examination office:

<http://www.pamt.uni-kiel.de/pas/vzp/downloads/formulare/attest.pdf>

- Application to withdraw from examinations for good cause:

http://www.pamt.uni-kiel.de/pas/vzp/downloads/formulare/antrag_ruecktritt.pdf

With best regards

Dr Rosemarie Winterfeld