



## — Application for Exam Postponement Due to Study Abroad

### Explanation for the student:

You will find an overview of all exam dates on our Website.

1. If you finish your semester abroad, there may be an overlap with exam dates, as the lecture period in other countries usually begins in September or April.
2. If there is an overlap with one / several examination dates, please do NOT register online in the campus system for the actual examination date. If your application is approved, this is also the application for the exam.
3. Instead, complete this form electronically and print it out.
4. Note for early examinations:

Please note that the exam form cannot be changed for early examinations. If the actual exam is planned in the form of a written text, an early exam should also take place in this form. Due to capacity issues, the responsible examiner may not be able to provide you with an early examination.

5. Note for exams taken on site at the home university:  
This is only possible for written exams and only if the time zone makes a simultaneous exam possible. You are responsible for finding an academic staff member on site who will act as exam supervisor. The person's contact details must be provided to the responsible examiner at least three weeks in advance of the exam. Please note that some foreign universities require a fee to offer such services that you would need to pay on site. Make certain you get the proper information in plenty of time beforehand.
6. Obtain the examiner's approval. By signing on the form, the examiner confirms that he / she is ready to examine you at an early exam date.
7. Submit the form to the Examination Office at the Faculty of Engineering.  
Contact: Examination Office, Faculty of Engineering  
pruefungsamt@tf.uni-freiburg.de  
Tel: (0761) 203-8083; Fax: (0761) 203-8082
8. The Examination Office will immediately pass along your application to the Board of Examiners, which will authorize the respective approval.
9. After receiving approval, you can make an appointment with the respective examiner. Please share the date of your appointment with the Examination Office.

### Explanation for the examiner:

By signing this document, you agree to examine the candidate before the actual exam date in the same form as the regular exam. That means that if the actual exam is a written test, the early exam will also take place in this form. (Legal requirement in the Basic Law: principle of equal opportunity)

<b>Enrollment number:</b>	
<b>Last name:</b>	
<b>First name:</b>	
<b>I am pursuing the following degree:</b>	<input type="checkbox"/> Bachelor of Science <input type="checkbox"/> Master of Science <input type="checkbox"/> Master of Education
<b>I am majoring in the following subject:</b>	<input type="checkbox"/> Embedded Systems Engineering <input type="checkbox"/> Informatik/Computer Science <input type="checkbox"/> Mikrosystemtechnik/Microsystems Engineering <input type="checkbox"/> Sustainable Systems Engineering <input type="checkbox"/> Intelligent eingebettete Mikrosysteme

**Details about your home university** (Please provide proper documentation)

<b>Name of the home university and country:</b>	
<b>Return date to your home university</b>	

**Due to my arrival date there is an overlap with the following exam dates:**

Exam	Exam date	Name of the examiner	Examiner's signature	New exam date

I am therefore submitting an application for these exams

- to take them at an earlier date.
- to take them on site at my home university.

.....  
Student's signature

