

Application for admission to re-take an examination before an examination board

Student ID Number

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(pursuant to § 77 para. 3 UA 2002 in combination with University Statute Part B § 15)¹

Degree programme:

Programme code:

Family name and first name:

Telephone number:

E-mail:

Exam date: _____ This constitutes the _____ attempt² to take this exam.

Examination mode: written³ oral oral⁴ (change in the method of examination
acc. to § 15 para 3a University Statute Part B)

In the case of written examinations: electronic yes no (mark as applicable)

Course:		
Number:	Type:	Semester hours:
Course instructor:		ECTS credits:
Course title:		

or

Modular Examination:	
Semester hours:	ECTS credits:
Examiner:	
Examination subject:	

Place, date

Student's signature

Please turn over!

¹ According to § 77 para. 2 UA 2002 in combination with University Statute Part B § 15 paras. 1 and 2, as published in the University Bulletin of June 1st, 2022, examinations for which the student received a **negative assessment can be re-taken three times**, i.e. the student can attempt to take the examination four times. For detailed information on this and in the special case that the first examination attempt took place before Oct. 1st, 2011 please see: <https://www.aau.at/en/study/studying-at-aau/during-your-programme/examinations/>.

² In the case of a **negative grade in the last repetition of the final examination of the degree programme**, students are entitled **to repeat it one more time** (§ 77 para. 2 UA 2002).

³ In principle, written repeat examinations conducted by an examination board are scheduled to coincide with regular examination dates. The possible dates are therefore predefined as the regular examination dates announced previously.

⁴ This change in the method of examination requires a request (to be made on the occasion of the application for examination) which is submitted by selecting this option.

This application must be submitted to the Programme Director **no later than two weeks** before the **examination date**.

TO BE COMPLETED BY THE PROGRAMME DIRECTOR:

Student ID Number

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Candidate:

Examination board⁵

Chairperson:

Examiner:

Examiner:

Examiner:

Examiner:

Place, date and time of the examination:

Last repetition of the last examination of the degree programme (§ 77 para. 2 UA 2002):

yes no (mark as applicable)

Approval by the Programme Director

CC: Applicant

Members of the examination board

Office of Academic Affairs

Admissions and Examinations Office

If the examination is carried out electronically:

Center for University Learning and Teaching (CULT)

Important note for students:

Take a copy of the approved application with you when you attend the examination. You will not be permitted to take the examination without the form!

If it is an **electronic** examination, please contact the Center CULT (cult@aau.at) **at least two weeks before the date of the examination or the beginning of the examination week**.

Please note

a) the "[Minimum Standards for Digital Exams](https://intranet.aau.at)" (<https://intranet.aau.at> → Studierenden-Portal)

b) [Framework for Digital Exams](https://intranet.aau.at) (<https://intranet.aau.at> → CULT SD Knowledge Base → Student Zone → Digitale Prüfungen (Studierende))

For contact details please refer to <https://cult.aau.at>

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⁵ From the third attempt to re-take an examination onwards, the Rector of Studies is included as a member of the examination board and must act as chairperson. The examination board must be comprised of at least three persons. If it is a so-called "**examination marking the culmination of studies**" (it must be explicitly defined as such in the curriculum), the **examination board** is comprised of **five members**.