

## Special Request Form to Register for Exams

Please note that handwritten requests will not be processed.

Please complete this form **at your computer**, but note that the signature and date need to be handwritten.

<b>Last Name, First Name</b>	
<b>Student ID Number</b>	
<b>Degree Program and Code<sup>1</sup></b>	
<b>Current Semester</b>	Summer term ..... / Winter term .....
<b>Module (Code and Title)</b>	
<b>Examination Number<sup>2</sup></b>	
<b>Type of Class</b> (e.g., seminar, lecture), Title of Class, and Name of Instructor	
<b>E-mail Address</b> (use <b>only</b> @students.uni-marburg.de)	

Please **print and staple TWO SETS of the completed form**, including all additional documents, and hand them to the program advisor / coordinator of your study program **before the end of the registration period**:

- Teaching Degree English: Annika Kleimann-Trümmer
- BA Anglophone Studies & BA American, British, and Canadian Studies: Aoife Holmes-Rein
- BA Europäische Literaturen: Walaa Said
- BA Sprache und Kommunikation: Helena Hanneder
- MA North American Studies: Victoria Gath

One copy of the approved special request form will be forwarded to the examination office and the second copy will be forwarded to your instructor. Note that you grades and pass/fail grades cannot be processed otherwise.

TO BE COMPLETED BY PROGRAM ADVISOR:

approved

declined

Date, Signature (program advisor) \_\_\_\_\_

<sup>1</sup> Lehramt Englisch "old": 008-2006; "new": 008-2013  
BA Anglophone Studies "old": 871-2007; "new": 871-2013  
BA Europäische Literaturen ("new"): 773-2011; only AL-Modules  
MA Linguistics and Web Technology: 627

<sup>2</sup> Keep in mind that you have to register for both *Priifungsleistung* (graded work) and *Studienleistung* (ungraded work).

<p><b>List of Attached Documentation</b> e.g., transcript, doctor's note, etc.</p>	
<p><b>If prerequisites are not fulfilled: State the prerequisites you do not fulfill, for example:</b></p> <ul style="list-style-type: none"> <li>• <b><u>(Part of) Module(s) for prerequisite not completed</u></b> Example: MA North American Studies ('new', enrolment WS 14/15): You need to register for a seminar in the module <i>G3.1 Interdisciplinary Studies: Theory and History</i> but you have not completed the required modules <i>G1.1</i> and <i>G2.1</i>, yet → provide proof that you are currently taking the module(s) that are the prerequisite OR proof that you have taken them unsuccessfully (fail) OR proof that you could not take them before</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• <b><u>Prerequisite completed, but grade not listed on transcript yet</u></b> Example: You have passed or handed in all exams for the modules that are the requisite for the module you want to register for, but your grades have not been entered into the system, i.e., do not show up online yet → Provide title of class(es), semester, instructor</li> </ul>	
<p><b>Reason(s) why you need to register for the exams in this semester</b> e.g., you were ill the semester before and could not take the module, now you need it in order to register for your final thesis</p>	
<p><b>Date, student's signature:</b></p>	

**Notes for students only (do not print; do not hand in with your request form)**

Please **explain** why you request registration for the exam:

- Explain why you do not fulfill the requirements but still need to complete the class or module in this semester.

OR

- Explain why you missed the deadline and still need to register for the exam. Attach documentation or certificates that you fulfill the requirements for registration.

Please provide **documentation** for all your claims, for example, a doctor's note if you were severely ill for the entire registration period, or a copy of your transcript of records that shows that you fulfill the requirements (highlight the requirements), etc., further specified below

**Please note:** If your request is approved, you **do not need to register online** for the respective exams any longer.

It may take some time until the exam you registered for on this form does show up online (QIS/POS: "Info über angemeldete Prüfungen"). If it does not show up one month before classes end, please contact the examination office during office hours.