



Procedure to take part in examinations

To take part in examinations the Clausthal University of Technology requires to follow certain procedures mandatory for all students!

There are no longer defined time periods for examinations. Examinations can take place any time during the semester / the year. (written exams in the period of.....)

Written examinations

- The dates for written examines will be posted on the ITE information board as soon as they are fixed.
- Students, who want to take part in the written examination, are required to register with the examination office for this event latest 14 days prior to the examination date.
- The examination office will provide a list of all registered students to ITE prior to the examination date.
- Only students who have registered with the examination office and are on such a list will be admitted to take part in the written examination.

Oral examinations

- Students are required to first contact the ITE secretaries to agree on a date and time for the examination (examination appointment).
- With the agreed examination appointment students are required to register with the examination office for this event latest 4 weeks prior to the examination date.
- Only students who have got an examination appointment and have registered with the examination office will be admitted to take part in the oral examination.

Withdrawal from a written or oral examination can also only be done with the examination office latest 14 days prior to the examination date. Later withdrawal is leading to fail the exam.

In case there are any further questions please contact the study advisors.

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