

To the Students  
of Karlsruhe Institute of Technology (KIT)

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## **New Corona Virus: Special Regulations Relating to Withdrawals from Controls of Success and the Necessary Extensions of Deadlines**

Dear Students,

The Studies and Examination Regulations of KIT contain the following provisions on withdrawals from controls of success / examinations:

- (1) Students can revoke their registration for written examinations until the issue of the examination tasks without having to indicate any reasons (deregistration). Deregistration can be made online on the Students Portal by 12 pm on the day before the date of the examination or in justified exceptional cases with the Students Office during office hours. If the deregistration is addressed to the examiner, the latter shall ensure that the deregistration is documented in the Campus Management System.*
- (2) In case of oral examinations, deregistration shall be declared to the examiner at least three to fifteen working days (depending on the program) before the date of examination. Withdrawal from an oral examination less than three working days before the date of examination shall be possible under the conditions outlined in par. 5 only. In principle, withdrawal from oral reexaminations in the sense of Art. 9, par. 1 shall be possible under the conditions of par. 5 only.*
- (3) Withdrawal from examinations of another type and from coursework shall be subject to the provisions given in the module manual.*
- (4) [...]*
- (5) The reason given for withdrawal after the start of the examination or for absence shall be notified immediately, credibly, and in writing to the Examination Committee. In case of sickness of the student or of a*

*child maintained by the student alone or of a relative in need of care, submission of a medical certificate may be required.*

In view of the special situation resulting from the new Corona virus (SARS-CoV-2), students in the current examination phase are enabled to **withdraw from all controls of success at short written notice, i.e. until directly before a control of success, without having to indicate any reasons**. Such deregistration can be made by electronic mail to the responsible examiner. To prevent too high workloads of practitioners, **no medical certificate** is required. Please note:

1. Use your KIT email address for deregistration in order to enable clear and reliable allocation.
2. Indicate your student ID number as well as the name(s) and number(s) of the control(s) of success from which you would like to withdraw.
3. Your short-term deregistration has to be processed manually in the Campus Management System and, hence, will be made with a certain delay due to the high number of cases to be expected.
4. If possible, you can deregister from the control of success on your own in the Campus Management System. In this case, do not send the deregistration by email.

If you are sick or not able to participate in an examination as a result of a quarantine or other consequences, but need a prompt alternate date **for important reasons**, contact the responsible Examination Committee.

**As regards the deadline for passing the orientation examination, the following exceptional rule shall apply: Students, who do not participate in an orientation examination foreseen in the studies plan during the period from March 13, 2020 to May 12, 2020 will be granted an extension of the deadline by one semester upon request to the Examination Committee responsible for this examination. The same shall apply when the maximum studies duration or the deadline of a reexamination expires during this period.**

Information on the Corona virus is continuously provided by KIT on its homepage. There, you will also find answers to frequently asked questions relating to the new Corona virus, e.g. potential symptoms of an infection and recommendations on what to do in case of symptoms.

Again, we would like you to note that we have established a hotline for general questions at +49 721 608 82222 that can be reached on Mondays, Wednesdays, and Fridays from 10 to 12 hrs and on Tuesdays and Thursdays from 13.30 to 15 hrs. More information relating to the Corona virus can be found on the website of the Crisis Unit (<http://www.kit.edu/kit/english/25911.php>).

Kind regards,

Alexander Wanner

Vice-President for Higher Education and Academic Affairs