

# Application for upgrading an exam result

Please submit this application **in the registration period stated for the examination below in the examination office.**

\_\_\_\_\_

Family name

\_\_\_\_\_

Given name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Student ID

**I hereby request the upgrading of my mark for the subject below:**

Examination date  
for the upgrading:

\_\_\_\_\_

Subject number:

\_\_\_\_\_

Subject name:

\_\_\_\_\_

Examiners

\_\_\_\_\_

Mark so far:

\_\_\_\_\_

**I have read and understood the pertinent stipulations of the applicable examination regulations:**

On request, the examination board can grant students twice the attempt to achieve a better grade for modular exams of the type 'written exam' or 'oral examination' during the course of their studies. The better mark shall be valid.

Please note:

If you take the attempt to achieve a better mark for an achievement that has been recognised WITHOUT a mark, the mark that was achieved at THGA to pass the exam will be acknowledged.

Attempts to upgrade a mark are only possible before completion of studies.

**I hereby declare:**

that I have **not** taken **any** attempt to upgrade my mark

that I have **only** taken **one** attempt to upgrade my mark

(Subject: \_\_\_\_\_)

**I know that I have to check whether my application was entered into the system in the week after the registration period ends. I have to inform the examination office of any inconsistencies immediately per e-mail ([info@thga.de](mailto:info@thga.de)) as otherwise I will not be able to take the examination(s).**

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's signature

To be completed by the Examination Office:

Processed on: \_\_\_\_\_

\_\_\_\_\_

Signature Examination Office