

# Application for a Deadline Extension

## In Mechanical Engineering (International)



### 1. Overview

- **Deadlines:** There are a number of deadlines in the mechanical engineering degree that must be met. If you violate one of the following deadlines, you will lose your right to take examinations:
  - Orientation exams in the Bachelor's degree must be passed by the 3rd semester
  - The Internship in the Master's degree must be passed by the 3rd semester
  - Failed exams must be repeated within one year (only applies to Bachelor & Master SPO 2015)
  - Maximum duration of study of 9 semesters (SPO 2015) or 10 semester
- Orientation examinations in the Bachelor's degree must be passed by the 3rd semester (SPO 2023) in the Bachelor's program and 7 semesters in the Master's program
- **Justification:** If you would like to avoid losing your right to take exams, you must submit an application for an extension to the examination board. For the application, you must present reasons for which *you* are not responsible. These are, for example, illnesses, family problems or work to finance your studies.
- **Thesis:** We have created separate guidelines for extending the deadline for your thesis (see [www.fs-fmc.kit.edu/downloads](http://www.fs-fmc.kit.edu/downloads)). If your overall period of study is extended due to the extension of your thesis deadline, you must submit a separate application for both cases. However, the reasons can be the same.

### 2. Writing the Application

- If you are likely to miss a deadline, this application is your only chance not to lose your examination right to continue studying at KIT. So make an effort when writing your application. It must be in letter form, with a proper header (your name, address, KIT e-mail address, matriculation number), salutation, date and signature. The application should also be typed on a computer and must be handed in in *German*.
- The letter should be addressed to the examination board. The signed application should then be handed in personally during office hours.

*Karlsruhe Institute of Technology (KIT)  
Faculty of Mechanical Engineering  
Examination Board  
Kaiserstrasse 12  
76131 Karlsruhe*
- The following guideline is often very useful for structuring your application:
  1. What are you applying for? (e.g. "I hereby apply for an extension of the examination in XY...")
  2. Write a justification. This is the core of the application. Why were you unable to pass the exam several times? You should give reasons that are not your fault. Prove these reasons, for example, with a detailed medical certificate in case of illness or employment contracts if you need to work in order to finance your studies independently.
  3. Now you should briefly explain how well you are progressing with your studies overall.
  4. In the following paragraph, you should give an outlook on how the problem that led to the application can be solved in the future. The examination board must recognize that you do not have to submit another application in the following semester with the same reasons - there would then have to be new reasons for this.
  5. Briefly ask for approval of the application in the last paragraph.

### 3. Current Version of the ToR

- Please also enclose a current transcript of records with all your achievements. You can obtain this from the student portal: [www.campus.studium.kit.edu](http://www.campus.studium.kit.edu)
- The grade transcript is used to assess the further course of your studies. This should prevent you from encountering further problems.

#### 4. Timetable with all exams

- List in chronological order and sorted by semester which exams you have written so far - regardless of whether you have passed or failed.
- Make a realistic schedule for your further studies! You should plan three to four exams for each semester and write down the exam date and credit points.
- Make sure you have enough preparation time between the individual exams. Don't overestimate yourself!
- If you add up the credit points and arrive at 180 (Bachelor) or 120 (Master), the schedule is complete. Otherwise, you should compare the plan with the module handbook and complete it.
- This plan is not binding, but it is the most important decision criterion for the Examination Board alongside your letter. You should therefore give it some thought at this point and present a good plan.

#### 5. Other

- Applications for deadline extension can only be submitted if exceeding the deadline is unavoidable. As a rule, they should be submitted 6 weeks before the deadline is exceeded.
- If an extension of the deadline was not foreseeable (e.g. if you failed an exam in your last semester), an application can also be submitted retrospectively.
- If you have any questions or need support, please contact the student council at [pa.mach@fs-fmc.kit.edu](mailto:pa.mach@fs-fmc.kit.edu)
- If you send them your complete application, they can proofread it and give you tips on how to improve it.

### Timetable Example

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### Zeitplan

Semester	Prüfung	Versuch	Datum	BE/NB	LP	ges. LP
1. WS16/17	Höhere Mathematik 1	1.	18.02.2017	NB	-	11
	Technische Mechanik 1	1.	22.03.2017	BE	7	
	Grundlagen der Fertigungstechnik	1.	03.04.2017	BE	4	
2. SS17	Höhere Mathematik 2	1.	29.07.2017	BE	7	27
	Höhere Mathematik 1	2.	03.08.2017	NB	-	
	- mündl. Nachprüfung		26.10.2017	NB	-	
	Technische Mechanik 2	1.	25.08.2017	BE	6	
	Werkstoffkunde 1/2	1.	06.10.2017	BE	14	
3. WS17/18	Höhere Mathematik 1	3.	24.02.2018		7	23
	Technische Thermodynamik 1	1.	11.03.2018		8	
	Elektrotechnik	1.	02.04.2018		8	
...	...	...	...	...	...	...
8. SS20	Bachelor Arbeit	1.			15	21
	Informatik im Maschinenbau	1.			6	
				Summe		180