



# Information sheet for second repeat request Mechatronics

You did not manage to pass an exam in your two written exam attempts and the oral exam. With this you have lost your right to take the exam. You can get it back with a second repeat application. The audit committee (Prüfungsausschuss) decides on the first application; in the case of further applications, the audit committee only makes a recommendation, and the Presidential Board makes the decision. This option does not exist for the orientation exams.

## 1. Written application in letter form

- This is the only chance to continue studying at KIT. So put some effort into formulating your application. This must be in the formal letter with a nice letterhead, an address, etc.
- The letter is addressed to Prof. Geimer:

Karlsruher Institut für Technologie (KIT)  
Prüfungsausschuss Mechatronik und Informationstechnik  
Prof. Dr.-Ing. Marcus Geimer  
Rintheimer Querallee 2  
76131 Karlsruhe

- For structuring, the following guideline fits very well in many cases
  1. What are you requesting (e.g. I hereby apply for a second repetition in the subject ... I will explain my reasons below.)
  2. Now follows the justification. That is the essence of the application. Why couldn't you pass the exam? These should be reasons for which you are not responsible!
  3. In the third paragraph you describe your general study situation. How well are you doing in your studies overall? How are things going in the other subjects? Are you doing better or worse than you thought?
  4. In this paragraph, you should explain what you would like to do differently in the future. Do you get help or support? What are you doing to be able to concentrate better on your studies in the future?
  5. In the last paragraph, ask briefly for approval of the application.
  6. Finally, you should add your matriculation number, your telephone number and of course your full name to the application.

## 2. Current version of your transcript of records

- The transcript of records should be up to date, no more than a week, preferably no more than two days old, when you submit your application.

→ The transcript of records is used to assess the further course of your studies. This is how we want to prevent further problems from coming your way.

### 3. Schedule for the remaining exams

- Make a realistic schedule for the rest of your studies. Orientate yourself on the credit points that you have achieved on average in the last semesters. Which exam do you want to take and when? If possible, add the date.
- The exam for which you are applying for a second repeat should definitely take place in the next semester.
- Make sure you leave enough time between exams.
- This plan will not be mandatory, but it is very important for granting the second retake. So think about it a little bit.
- The plan can look like this: (Application for a second repeat of exam B)

Wintersemester 2020/2021			
Prüfung A	Bestanden (passed)		5 LP
Prüfung B	Nicht bestanden (failed)		7 LP
...	...		...
			5/12 LP

Sommersemester 2021			
Prüfung B	Nicht bestanden		7 LP
Prüfung C	Bestanden		4 LP
...	...		...
			4/11 LP

Wintersemester 2021/2022			
Prüfung B		25.02.2022	7 LP
Prüfung D		04.03.2022	6 LP
...		...	...
			13 LP

...

### 4. Evidence and certificate of illness

- If you have documents to support your application, attach them to your application. Examples of such evidence are certificates of illness, employment contracts, psychological reports (e.g. in the case of exam anxiety)

When you have all the documents together, send them to:

Bachelor..... bachelor-info@etit.kit.edu  
 Master ..... master-info@etit.kit.edu

If you have any questions or need support, it is best to contact the students in the audit committee (Prüfungsausschuss).

Bachelor..... bpa@ak-mit.vs.kit.edu  
 Master ..... mpa@ak-mit.vs.kit.edu

**Tipps:**

- Failing an exam multiple times tends to mess up your study plan. It is very likely that you will need longer than others to complete your studies. It is better to plan your exams carefully and with sufficient preparation time. Too many exams at once - that can quickly go wrong and there really is no need for another second repeat application.
- Of course, you can also write to the students in the examination board if you have any questions or other examination-related problems. In difficult cases or even a second repeat application, a consultation is strongly recommended.
- If you have further questions, you can also get advice during the public office hours of the MACH/CIW, ETIT or AK-MIT student council (Fachschaft).