

# Application with Special Circumstances

To the Examination Board  
Ms. Hufnagel / Ms. Schächterle  
Faculty of Sports and Health Sciences  
Technical University of Munich  
Uptown Munich Campus D  
George-Brauchle-Ring 60/62  
80992 Munich

Name ..... Matr.Nr. ....  
Address .....  
Telephone-Nr. ....  
E-Mail .....  
Study Program ..... Semester .....

Course of Study     Bachelor                       Master                       Teaching

## REQUEST (please tick)

- Extension of the study progress review (study Bachelor/Master) for submission of the missing..... credit points
- Deadline extension for the submission of the Bachelor thesis (with confirmation of the supervisor) by ..... weeks
- Deadline extension for submission of the master thesis (with confirmation by the supervisor) by ..... weeks
- Deadline extension (teaching post) for submission of missing..... control points
- Late registration for exams
- Subsequent recognition of completed examinations
- Other: .....

This is my first proposal to the Audit Committee

I have already submitted one application/multiple applications to the Selection Board on (date, reason, approval granted (yes/no)):

.....

I affirm that all the information is complete and true.

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Place, Date, Signature

**Appendices (see page 2)** Special Circumstance application page **Appendices:** (please mark accordingly and enclose)

Letter of explanation

Medical certificate

from.....

over the period of.....to.....

Confirmation by the supervisor of the Bachelor's or Master's thesis

Certification of agreed internships from the internship provider with the exact dates when the internship is to take place

Certificate of receipt of Bafög

Documentation / Screenshots of login attempts in TUMonline

Timetable for the examination services still to be provided

Other .....

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Place, Date, Signature

**Please note the following application guidelines:**

***The examination board of the Faculty of Sports and Health Sciences of the TU***

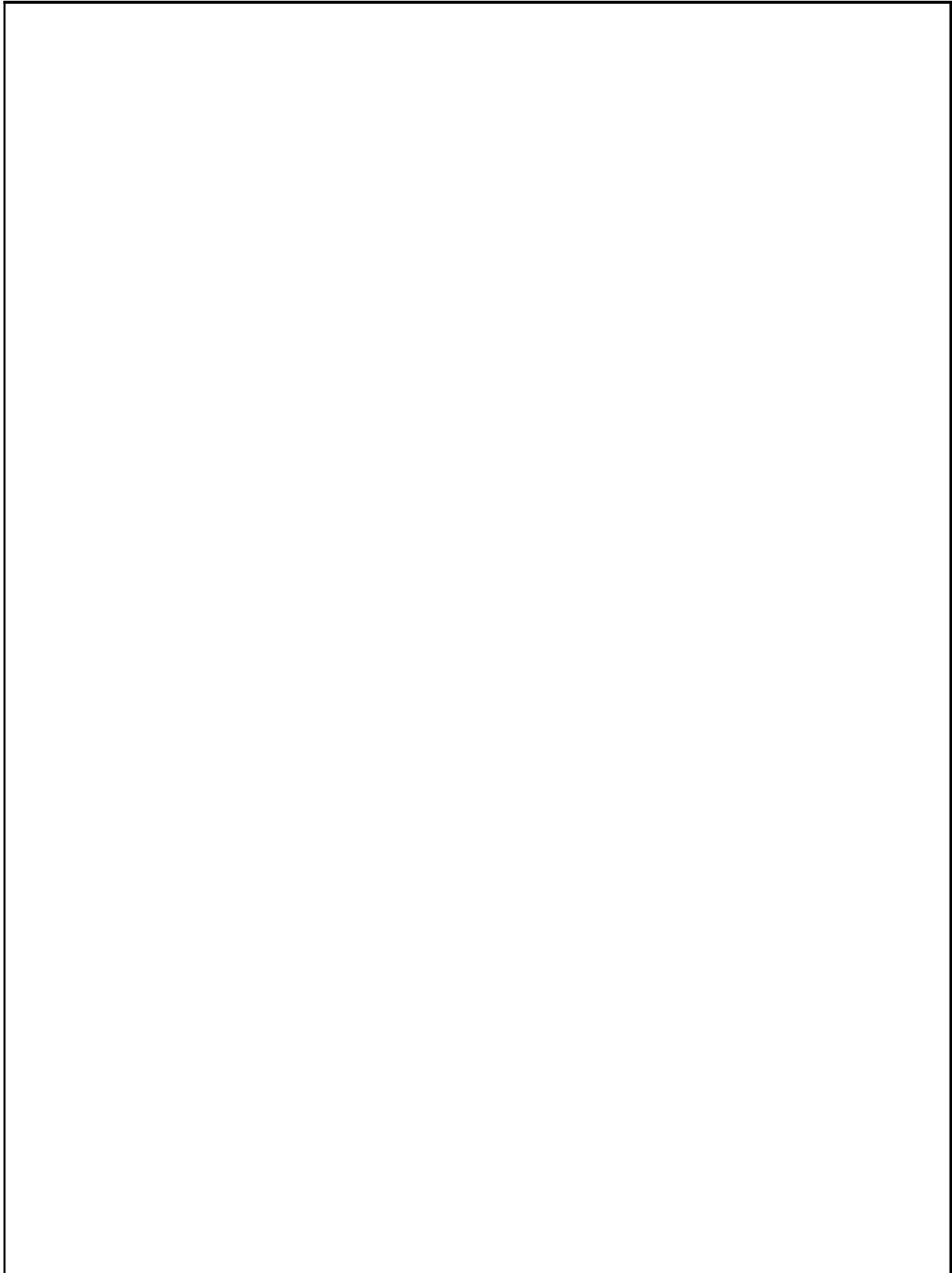
***At its meeting on 22.01.2016, Munich unanimously decided that applications / hardship applications will only be discussed and decided if the applicant takes the following steps in his or her application:***

1. The application is submitted to the examination board via the respective examination office, Ms. Hufnagel (Dipl., BSc, MA) or Ms. Schächterle (teaching post).

2. The application must be made in writing. The form must be completed on a PC, laptop or other device, i.e. typewritten. Handwritten applications and justifications will not be processed.
3. the application must be printed out and signed personally.
4. The application must be sent by post to the respective examination office or submitted there.
5. The application is adequate and correct in form, spelling and punctuation.
6. The application includes:  
A precise formulation of what specifically for which event and for which the exact title of the course(s) or examination(s) concerned and the concrete course(s) or examination number(s).
7. The application describes the problem or the resulting hardship in concrete terms and justifies it as transparently as possible.
8. The application shall be accompanied by all available documents which may be helpful for an adequate assessment of the application (e.g. current medical certificates, certificates on agreed internships, certificates of receipt of Bafög, screenshots of registration attempts in TUM-Online, study plan etc.).

Explanatory Statement (typewritten and German)

\*If written in Englisch, please also include a German translated version (google translate, deepl, etc)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their explanatory statement.