



Information sheet: Prolongation or Suspension of deadline for credit limits (Hardship)

If you have missed deadlines and/or have not met the academic progress requirements set out in §10 APSO and §38 FPSO, you may submit a written request to the Examination Board for a prolongation or suspension of the ECTS time limits. The Examination Board decides if and what type of extension will be granted.

Where a **suspension of deadline for credit limits** (credit limits aren't checked in the running semester, but again regularly one semester later) is granted, the academic progress check is suspended once. However, the semester count continues. The student must acquire the standard number of ECTS in the next semester as specified in §10 APSO and §38 FPSO.

Where a **prolongation of deadline for credit limits** (all credit limits are set back for one semester) is granted, the academic progress check is deferred for one semester but the official count of subject-specific semesters in the degree program continues.

Where a **suspension with optional prolongation** (credit limits aren't checked in the running semester, and, in case you reach a credit amount of an individual plan, you can apply for a prolongation for the next semester) is granted, the academic progress check is suspended once, however, the semester count continues. When the request is granted, as a rule, modules will be specified, which the student is required to successfully complete in the following semester. If this requirement is fulfilled, the student may submit a request for a prolongation, which will be granted based on "requirement fulfilled".

Statutory regulations stipulate that a hardship request can only be granted if the impediment is attributable to reasons beyond the student's control and which were unforeseeable. These include serious, prolonged illness, accidents, or the care of immediate relatives who are unexpectedly ill, or other serious and unanticipated events within the student's own family.

A suspension/prolongation of deadline for credit limits is not equivalent to reasonable accommodation. For more information on reasonable accommodation, refer to the "Information for students with disabilities or chronic illnesses" on our website at <https://cit.tum.de/en/cit/barrier-free-informatics>.

The request for deadline suspension/extension should be handed in personally in the form of a letter to the Secretary of the Examination Board of the respective degree program, who will present it to the Examination Board. Before submitting your request, however, it is absolutely necessary to discuss your request and study course plan with departmental academic advising and obtain a written statement from them:

<https://cit.tum.de/en/cit/academic-advising-informatics>.

Deadline for submitting a request: The request must be submitted no later than two weeks after the first day of classes. As soon as you foresee difficulty in acquiring the number of required credits but no later than immediately after publication of the last grade (whereby the grade need not yet be valid), you should come to one of the open consultation hours of the departmental academic advising to discuss the possibility of an extension. To facilitate the processing of your request, we ask that you bring all necessary documents, specified below.

These include:

- A letter of request (see template)
- The study course plan (see template)
- Examination report and if applicable a screenshot of not-yet validated examination results
- Certificate of study progress
- Any documents in original (e.g. medical certificates, etc.)

If this is not your first request:

- Relevant notifications of examination results issued by the Examination Office

EXAMINATION REPORT AND NOTIFICATIONS OF EXAMINATION RESULTS IN TUMONLINE

From the Business Card dashboard under the rubric “Studies”, click on “Transcripts”. Under “Exam Certificate,” you will find notifications for each semester. Under “Examination/grade report,” you will find your examination report.

<https://www.youtube.com/watch?v=wmKvl8QZw94>

Please contact the TUM Examination Office – Garching Campus for all questions concerning the Notification of Examination Results.

<https://www.tum.de/en/studies/during-your-studies/examinations/#c5414>

CERTIFICATE OF STUDY PROGRESS IN TUMONLINE

From the Business Card dashboard, click on “Print documents”. There you will find your Certificate of study progress.

<https://www.youtube.com/watch?v=2x4cCnRD1E8>

MEDICAL CERTIFICATES

- The physician’s verification of illness, or *Arbeitsunfähigkeitsbescheinigung*, is not the same thing as a medical certificate.
- A medical certificate is a detailed statement including the following information:
 - When was the illness diagnosed?
 - How does the illness affect the student’s ability to study?
 - What is the medical prognosis?
 - If possible, an estimation of the number of ECTS per semester the student is likely to be able to complete in the next semester or rather how many hours per week the student should work for the university if one takes 40h/week as a basis.

In the case of psychological problems, students can also refer to the psychotherapeutic and psychosocial counselling of the Student Union (*Studentenwerk*).

<https://www.studentenwerk-muenchen.de/en/our-advisory-network/psychosocial-and-psychotherapeutic-advice-service/>