Modalities of registration for, and withdrawal from an examination

1. Registration for final module examinations (compulsory modules, disciplinary compulsory elective modules)

1.1 Exam registration is possible during the registration periods specified and, as a rule, is done ONLINE in AGNES (http://agnes.hu-berlin.de).

Exceptions to the rule are announced separately or made know in the exam schedule of the respective study programme.

1.2 Registration for exams is in writing for:
   a) Students of IMRD
   b) Students of HNE Eberswalde (Nebenhörer)
   c) Master (Ed.) Agrarwirtschaft

The exam registration form, duly completed and signed, has to be handed in to the Exam Office Agric./Horticult. Sciences (Invalidenstrasse 42, rooms 1126-1128, 1st floor) during office hours, or can be dropped in the post box of the Exam Office, or sent by post (date of postmark).

Students enrolled for programme studies (without degree) register for exams with the module examiner. The latter has to issue an exam certificate.

The exam registration form is available at:
https://www.agrar.hu-berlin.de/de/lehre/studium/pruefungen/Formulare/standardseite

1.3 Registration for, and admission to the 2nd retake (last attempt)

Admission is granted by the Examination Office on the basis of the following documents:
   a) Proof of compulsory consultation with the respective module examiner or a waiver thereof;
   b) Written registration for the exam (registration form → cp. 1.2)

The documents have to be submitted to the Exam Office before the end of the registration period set up for the exam(s) in question.

1.4 Second examination period

If grades of the 1st exam period are not available until registration for the 2nd round of exams, students have to register at the Exam Office in writing, using the exam registration form (cp. 1.2).

2. Withdrawal/de-registration from an examination

The withdrawal period ends one week prior to the exam date (= regular withdrawal). Students de-register from an exam
   a) as a rule, ONLINE in AGNES (http://agnes.hu-berlin.de) or
   b) by submitting a written notification to the Exam Office (applicable to students referred to under 1.2)

2.1 Withdrawal in case of sickness or any other compelling reason

Withdrawal from a registered exam must be declared in writing and the reason(s) be proved convincingly. The declaration and supporting evidence have to be submitted to the Exam Office immediately and, as a rule, not later than on the third workday following the exam (date of postmark).

The Examination Board decides on the recognition of the reason(s).

In case of sickness make sure to hand in, within the period specified above, a medical certificate along with the respective withdrawal form → cp:
https://www.agrar.hu-berlin.de/de/lehre/studium/pruefungen/Formulare/standardseite

2.2 Unexcused absence: The examination is graded ‘fail’ (5,0).