

# **Formal Guidelines for Applications to the Examination Board of the Faculty of Business Administration and Engineering Management**

## **1. Written applications to the Examination Board should be addressed to:**

Zittau/Görlitz University of Applied Sciences  
Faculty of Business Administration and Engineering Management  
Examination Board  
Theodor-Körner-Allee 16  
02763 Zittau

Direct correspondence with the Chair of the Examination Board should be avoided. As an alternative to postal submission, applications may be handed in personally at the Faculty's Student Administration Office.

## **2. Each application must include at least the following information about the applicant:**

- Full name
- Postal address (for official correspondence)
- Degree programme and year of commencement of studies (e.g. BW24, WBb24, WW24, WP24, etc.)
- Student ID number
- Email address; optional: phone number (for follow-up queries)
- Purpose of the application

## **3. Where application forms are available, they must be used.**

Application forms are available on the Examination Board's website at <https://f-w.hszg.de/en/about-us/committees/examination-board#c12635> and on the Examinations Office website at <https://www.hszg.de/en/studium/dein-weg-durchs-studium/pruefungsamts>.

## **4. If no application form is available, the request must be clearly titled and all necessary information must be provided.**

Examples of subject lines: Application for extension of the deadline for... or Appeal against ...

## **5. Each application must include a justification, as decisions are generally only made in cases that are properly substantiated.**

In the case of appeals against grades, the following additional information is required: title of the module or subject (as listed in the examination schedule), semester (as stated in the Degree Course Regulations), type of examination, name(s) of the examiner(s) and, if applicable, any observers present, date of the examination, reason for the appeal. Reference should be made to one of the four following reasons. According to Section 29 (2) of the Examination Regulations, the Examination Board 'solely verifies whether

- 1) the examination procedure was conducted in a proper manner;
- 2) false assumptions were made;
- 3) generally valid policies of assessment were not adhered to; and/or
- 4) the examiner has been misled by considerations irrelevant to the case.'

## **6. Each application must be signed by the applicant.**

- 7. Applications must be submitted in full no later than one week before the next meeting of the Examination Board in order to be included on the agenda.**
- 8. Incomplete applications cannot be processed.**

Signed  
Prof. Dr. S. Höse  
Chair of the Examination Board  
Faculty of Business Administration and Engineering Management