



PLEASE RETURN TO:

exchange@wiwi.uni-tuebingen.de

## Application for Remote Exam

### Student Information

First name	
Surname	
Matriculation number (Tübingen)	
Email	
Name of home university	
Location of home university	

### Exam Information

Reason for the remote exam	
Course code and title	
Date and time of the exam (Central European Time)	
Duration of the exam in minutes	
Professor / Lecturer	
Email of the Professor / Lecturer (used to organize the exam)	
Permitted aids (such as calculators)	
Requirements (such as software)	
Address to where the completed exam should be returned	

### Information on Supervisor (Home University)

Full name	
Position / Title <sup>1</sup>	
Phone number	
Email	

I hereby declare that I agree to supervise the exam during the time stated above. I will be present and supervising the student at all times. I will ensure that the student writes the exam using only above listed aids and without recourse to generative AI.

I also confirm that the student MUST have returned to study at the home university at the time this exam takes place and is therefore eligible for a remote exam.

<b>SIGNATURE (full name and title)</b>	<b>STAMP</b>

<sup>1</sup> Your supervisor must be a regular member of staff at your home university. You may approach members from the International Office or someone holding a teaching position (professor, lecturer) at your home university.

Please send this form to [exchange@wiwi.uni-tuebingen.de](mailto:exchange@wiwi.uni-tuebingen.de) for approval. The signed document must be received by the deadline for exam registration (see website of the examinations office). Students must also register for the exam with the examinations office by that deadline.

## Rules and Regulations for Remote Exams:

1. Remote exams may only be arranged for students who are unable to attend the exam in person since they are required by their home university to be present there during the time of the exam due to conflicting semester dates. Upon request an official letter of proof must be produced.
2. Students may only schedule a remote exam for the first exam (held at the beginning of the semester break in Tübingen or shortly before the end of lectures). Applications to write the second exam remotely (this is usually conducted shortly before the end of the break) may only be considered if a student failed the first exam or can produce a doctor's note stating that he/she was unable to take the first exam due to health issues. No-shows for the first exam are not eligible for a remote second exam.
3. The student's home university and the University of Tübingen must be at least 600 km apart for the student to qualify for a remote exam.
4. The exam can only be conducted at the exact same time and date that it is held at the University of Tübingen. In some cases, it might be arranged to have the remote exam start early or end late as long as the exam times still overlap significantly.
5. The remote exam will be sent to the Supervisor via email 15 minutes before the exam is scheduled to take place.
6. The student taking the exam must mark his/her name and number of matriculation at the University of Tübingen on all sheets of paper used to complete the exam.
7. A scanned copy of the completed exam must be returned to the email listed under exam information immediately after the exam has ended. The exam can only be accepted if it arrives no later than 30 minutes after the exam has ended.
8. The supervisor at your home university cannot be related or in any way obligated to the student who is taking the ex-am.
9. The supervisor at your home university may not accept any financial incentives for arranging the remote exam.
10. The original of the completed exam is sent via express mail to the department/chair for archival purposes.