

# **Involuntary Exmatriculation**

---

Please reference the below procedure should you have not completed the required 30 ECTS at the end of the second semester. Should you have any questions, please contact [mep.admin@vwl.uni-freiburg.de](mailto:mep.admin@vwl.uni-freiburg.de).

## **NEXT STEPS**

### **ONE.**

Wait for the official notice of extramatriculation from the Examination Office (Prüfungsamt). The notice is typically delivered once all exams including retakes are graded. The estimated time is around mid October.

### **TWO.**

Once the notice of expulsion (Exmatriculation) is received, there is a period of four weeks to send a letter to the Exam Commission (Prüfungsausschuss) of the master's program in which the student may express opposition (Widerspruch) to the expulsion decision. In this letter, the student should explain the reasons for not being able to obtain the 30 ECTS in the given period and provide necessary evidence. Additionally, he or she should provide convincing arguments that these reasons are not related to a lack of academic ability and that the given circumstances will not happen again in the future. Furthermore, there should be beyond reasonable evidence to believe that the student will be able to successfully obtain the master's degree in the reglamentary time.

### **THREE.**

The Exam Commission (Prüfungsausschuss) holds meetings at least once a semester. In these meetings, the Exam Commission evaluates the cases of each individual student who has expressed their opposition to the expulsion (Exmatriculation) decision. If the reasons expressed by the student are convincing, the expulsion may be revoked and the student may receive an additional chance to write exams and obtain the master's degree. Typically these meetings are held by the end of November.