



APPLICATION FOR REGISTRATION FOR EXTRA-CURRICULAR EXAMINATIONS

This application allows students to register for examinations that are not part of their own examination regulations and for which they therefore cannot register regularly.

Surname, First Name _____
Registration-Number _____
E-Mail _____
Bachelor or Master? _____
Study Program _____

Student's Signature

Date

Step 1 of 4: Which examination?

Exam _____
Module or Exam Number _____
Exam Date _____
Name of Examiner _____

Please note that registration deadlines must be met in accordance with the Examination Procedure Regulations (Prüfungsverfahrensordnung, PVO).



Step 2 of 4: For which section should the application be made?

The person who must approve the application depends on which section of the program regulations the exam will later appear in.

- The registration is requested for an exam that is not to be part of the diploma (but may appear in the Diploma Supplement upon further request).*

In this case, you need a signature of the examiner or an alternative confirmation (separate letter, for example, an e-mail).

- I approve the application and there is sufficient capacity.

Examiner's Signature

Date

- Alternatively: a confirmation from the examiner is enclosed.

Note: There is always a capacity restriction for examinations from NC-restricted degree programs.

- The examination is part of an individually agreed study plan (applies to Erasmus students, for example).*
 - Appropriate proofs are enclosed.
- According to the decision of the examination board, the examination is an extra requirement (Auflage).*
 - Decision of the examination board is enclosed.
- According to the decision of the examination board, the examination shall be part of the following area:*

Area _____

- Decision of the examination board is enclosed.

Step 3 of 4: The application is sent to the examination office (by e-mail or post).

Students can send this application themselves (especially if they did not need signatures from other persons above), but applications can also be sent to the examination office by lecturers.

Please note that the application deadlines according to the Examination Procedure Regulations must be observed.

Step 4 of 4: Registration in the QIS/HIS system by the SSC

The examination office registers the student for the examination directly. This usually takes three working days.