



## 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 examination is an extra requirement (Auflage).*
- The examination is part of an individually agreed study plan (e.g. applies to Erasmus students).*
- 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).*
- The examination is requested to be part of the following area („Konto“ in QIS):*

Area \_\_\_\_\_



*Step 3 of 4: The application is checked by the Study Program Coordination (SK)*

The application is send to the SK of the student's degree programme.

The SK ascertains that the capacity for the extra examination is available (this is usually *not* the case for examinations that are part of „NC“ study programs).

The SK ascertains that no decisions of the examination board contradict the application.

The SK ascertains that the registration deadlines are met.

In case that the registration is requested for a specific area, the SK ascertains that the examination board approves.

The application meets the above requirements

\_\_\_\_\_  
Signatue SK  
(or Study Program Head)

\_\_\_\_\_  
Date

*In case that the application does not meet the requirements and must hence be rejected, the SK will inform the application of this decision and the reasons.*

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

The SK sends this form to the SSC.

If necessary, the SSC checks further formal requirements.

The SSC registers the student for the examination directly, no email is send. This usually takes three working days.