

Registration for an exam in the first exam period of the winter term 2016/17

Registration period: 26.12.2016 – 22.01.2017

- Please register the exams of the first exam period for the winter term (07.02. – 20.02.2017)
- Please do only fill in one exam registration per form and hand in the form at the examination office
- **Important:** Primarily use the online-registration for exams. If you are already registered online, filling out a paper form is redundant

Online registration is not possible for me due to the following reason:			
<input type="checkbox"/> Change of exam regulation Subject: _____	<input type="checkbox"/> Enrolled in a different Major Subject: _____	<input type="checkbox"/> 3. Try with Joker	<input checked="" type="checkbox"/> Other reasons Exchange Student

Enrolment number	123456
Last Name, First Name	Doe, John
Phone	not necessary
E-Mail	JohnDoe@xyz.com

I hereby register for the following exam:

Module/Exam number	will be filled in by the Erasmus Coordinator
Name of course	for example Organization Design
Form of the course	will be filled in by the Erasmus Coordinator
Type of examination	will be filled in by the Erasmus Coordinator
Examiner	for example Prof. Joachim Wolf
<input type="checkbox"/> in the Course of Study Exchange Student	

I am aware, that

1. I can deregister from registered exams online or via form during **the registration and deregistration period**. The deregistration is **without consequences**, meaning it is not a mandatory registration for the second exam period
2. **After expiration of the deregistration period** (8 days before exam) I can only rescind from exams with a **sufficient reason** (e.g. illness). This has to be done immediately
3. I am obliged to check **the approval of my exam registration** during the **reviewing period** from 02.02. – 03.02.2017 online or if applicable at the examination office. If I notice discrepancies I have to check in with the examination office immediately
4. I am obliged to check my **examination results** during the publication week of the results (13.03. – 17.03.2017) online or if applicable at the examination office and I am aware that I can enter an objection until one month after end of the publication week. Otherwise I will accept the results irrevocably.

Declaration according to § 8 Abs. 6 Prüfungsverfahrensordnung (PVO):

Herby I declare, that I didn't loose my entitlement to examination and that I am not engaged in an examination at another university in the same or a content wise comparable Course of studies.

Date, Signature of the Student