

Binding exam registration

Examination period: ☐ summer semester 20____ ☐ winter semester 20____

Use for exams and course achievements that cannot be registered online

- ☐ Bachelor Mathematics ☐ Master Mathematics ☐ 2-Subject-Bachelor Mathematics
☐ Bachelor FWM ☐ Master FWM
☐ Master Data Science.....☐ Bachelor MACS

Name: _____ First name: _____

Telephone No.: _____ e-mail: _____

Matriculation No.: _____ Semester No.: _____

Bachelor				
Exam / course achievement name ²	CP	Area ³	Examiner	Date ¹

Master				
Exam / course achievement name ²	CP	Area	Examiner	Date ¹

Additional exams			
Exam / course achievement name ²	CP	Examiner	Date ¹

¹ For oral exams please write „oral exam“ as the examination date.

² Please note what type of achievement you wish to register (E); (CA) or (E+CA), where E means exam and CA means course achievement

³ Only fill in if you are a student of the Bachelor of Mathematics or MACS and there are several possible areas for the achievement you wish to register.

Confirmation: I am aware that

1. a withdrawal of exam registrations for written exams is only possible until 12 pm in the Examination Office or 23:59 pm online on the penultimate work day before the exam. Saturday and Sunday = no working day!
2. a withdrawal of exam registrations for oral exams is only possible until one week before the agreed examination date. The filled in form has to be submitted to the Examination Office with the signature of the examiner (in accordance to §11 APO). If no examination date has been agreed upon, then the last day of the semester is taken as the examination date (30.09. or 31.03., unless it is a Saturday or Sunday), and the cancellation with the examiner's signature must then be received by the Examination Office one week in advance. If an examiner is unable to sign the cancellation in time, the cancellation is to be handed in without the examiner's signature in order to meet the deadline – the signature is to be submitted as soon as possible for the cancellation to be valid.
3. oral exams have to take place within the given examination period of the semester.
4. the originals of sick notes or doctor's notes have to be submitted to the Examination Office immediately, latest on the third work day after the exam (the day of the exam counts as the first work day). Saturday = no work day! When sending the notes by mail, the postmark will be considered as proof that the deadline has been met. For the third and each subsequent sick note for the same exam a medical certificate from an „Amtsarzt“ is required (for more information get in contact with the Examination Office).
5. exams, that have already been passed, can be retaken if the first attempt took place within the standard study period. The retake of the exam must take place no later than in the second semester after the first attempt (in accordance to §13 APO)
6. exams are graded as „insufficient“ if candidates a) do not show up to the exam and/or b) withdraw from the exam after the exam has begun.
7. I allow my personal data (matriculation number) to be published on lists for exam registrations, exam results and related lists (please remove this item if required).
8. with my signature I confirm that I am enrolled for the semester of the exam.
9. I am obliged to check my exam registrations once they have all been booked for the semester. Errors are to be reported to the Examination Office immediately.

Date: _____

Signature: _____