INFORMATION SHEET
ERASMUS INCOMINGS - EXCHANGE STUDENTS - FREEMOVER
EXAMINATION REGISTRATION

- **Personal registration:** All exams have to be registered at the examination office (Prüfungsamt) by the student in person. This includes special examinations with no examination number or lecture code (e.g. oral examinations).
- **How:** The registration is done by filling out the “Examination Registration”-form available for download on the ISGS website.
- **Where:** To register, students must contact the person responsible for their department at the examination office.
- **When:** The usual registration deadlines do not apply for Erasmus/Exchange students. You can register at any time, up to 1 week before the exam.
- **Absence:** If a student fails to attend the examination without excuse despite registration, this will be indicated by the note “Not appeared” (“Nicht erschienen”) on the transcript of records. Failed examinations will also be noted.
- **Deregistration:** It is possible to deregister an examination up to one day before the examination date. Medical certificates can be submitted until two weeks after the examination. The date of the medical certificate must not be later than the examination date. Otherwise, it remains "Not appeared".
- **Number of tries:** A trial count is not planned.
- **Examination date:** In case of prior departure to the home country, it is possible to postpone/change the examination date with the examiner’s agreement. This is entered by the examiner in the QIS.
- **Transcript of Records:** After attending all examinations, students have to report to the examination office so their “Transcript of Records” can be issued. A forwarding of the "Transcript of Records" by mail is possible.
- **German-/Language classes:** In case German-/Language classes are recognized by the department, the examination certificate can be submitted at the examination office. (Certificate VKB e.V.)