

Regulations for exams for this Winter semester 2023/2024

Dear students,

the registration period for exams begins on 13.12.23. Therefore, we would like to inform you about the current regulations for exam registration for this winter semester 2023/2024.

The following should therefore be noted:

- In order to sit an exam you must register for it during the registration period.
- After this period, it is no longer possible to register or deregister via the online portal.
- You must also register for repeat examinations, as well as for coursework, assessments, projects, etc. (see study and examination regulations in the PRIMUSS portal › homepage below). (see study and examination regulations in the PRIMUSS portal › homepage at the bottom).
- Every exam graded with a "5" (failed) counts.
- Deadlines count. If a deadline for taking an examination is not met, the exam will be graded with a "5" (failed).
- Registration for an examination is binding. Failure to appear will therefore result in a "5" (failed).
- If you are unable to attend an examination, you must submit a medical certificate (please use the sick leave/inability to take exams form, which you will find on your online portal).
- If you repeatedly fail to attend an examination, you must submit a special medical certificate (please contact the Examinations Office in the Students' Office. There you will receive a form to request a medical examination).
- **If you do not register for an exam you will not receive a grade for it and must sit the exam again.**

Please read these regulations carefully and adhere to them.