

ANNOUNCEMENT

of the registration and withdrawal deadlines for end-of-term examinations
in winter semester 2023/2024 (as of 4 October 2023)

Important information for students at all faculties:

- *If any exam modalities other than the standard modalities apply to your exams, these will be announced in the relevant courses, on the chairs' websites or in Stud.IP.*
- *Applications for exam access arrangements must be submitted to the Examinations Office during the regular exam registration period.*
- *You cannot register in Campus Portal unless your programme is listed in Stud.IP under "Module assignments" in the course view. If the module is not correctly assigned to your degree programme, please contact the chair and ask them to make the necessary corrections.*
- *Please read the instructions overleaf.*

A – Faculty of Social and Educational Sciences and Faculty of Humanities and Cultural Studies

Registration period	20 November to 18 December 2023
You may withdraw your registration until	15 January 2024
System to use for registration/withdrawal	Campus Portal
Exam period for centrally organised examinations	12 February to 8 March 2024

Exception: Physical Education practical exam

Registration period	1 November to 11 December 2023
You may withdraw your registration until	15 January 2024
System to be used for registration/withdrawal	Campus Portal

Exception: Teacher Education Programme with computer science and mathematics as the teaching subjects → see item C.

B – Faculty of Business, Economics and Information Systems

Registration for exams	
Registration period	20 November to 18 December 2023
You may withdraw your registration until	15 January 2024
System to be used for registration/withdrawal	Campus Portal
Exam period for centrally organised examinations	12 February to 8 March 2024

→ [Additional notes on exam registrations \[German content\]](#)

→ [Information for exchange students](#)

Registration for seminars in summer semester 2024	
Registration period	15 to 22 January 2024
You may withdraw your registration until	12 February 2024
Registration/withdrawal	must be made directly at the relevant chair <u>and</u> additionally in Stud.IP

Further information on the registration process (seminars) will be on the website of the Faculty of Business, Economics and Information Systems.

C – Faculty of Computer Science and Mathematics

Registration period for exam date 1	20 November to 18 December 2023
Withdrawal deadline for exam date 1	15 January 2024
Examination period: <u>non-centrally organised</u> Examination period: <u>centrally organised</u>	12 February to 8 March 2024
System to be used for registration/withdrawal	Campus Portal
Notes for appointment ⇒ See letter E. below.	

→ **Note on portfolio examinations:** Please note the **earlier registration deadline** for portfolio examinations: **The registration period runs from 16 October to 3 November 2023** (withdrawal deadline: **3 November 2023**).

D – Faculty of Law

LL.B. Legal Tech:

Registration for exams	
Registration period (PhilF/WiWi)	20 November to 18 December 2023
You may withdraw your registration until	15 January 2024
System to be used for registration/withdrawal	Campus Portal
Exam period for centrally organised examinations at Faculty of Business, Economics and Information Systems, Faculty of Social and Educational Sciences and the Faculty of Humanities and Cultural Studies	12 February to 8 March 2024
Examination period for the Faculty of Law	Exam information for the Faculty of Law [German content]

Deadlines and application forms for specific degree programmes:

- **Intermediate exam/introductory courses/JUP:** [Law undergraduate programme \[German content\]](#)
- Information on other examinations from the Law module group (**except** introductory courses) and Legal Tech module group are announced on Stud.IP/Campus Portal by the respective chairs.
- **LL.M. German Law for foreign graduates:** [application forms and deadlines](#)

E – Registration period Date 2 for all faculties (only if offered)

Registration period for exam date 2	26 February to 15 March 2024
Withdrawal deadline for exam date 2	15 March 2024
Examination period 2 (non-centrally organised)	25 March to 13 April 2024
System to be used for registration/withdrawal	Campus Portal

Important notice:

- **You cannot register in Campus Portal unless your programme is listed in Stud.IP under "Module assignments" in the course view. If the module is not correctly assigned to your degree programme, please contact the chair and ask them to make the necessary corrections.**
- You will not be able to register in this way if there is still an open registration from the previous semester. If this is the case, please contact the respective chair directly so that the open registration can be booked.
- **Do you need help registering for exams?** Please contact the [your examination officer](#).
- You must **generally register** for all exams you intend to sit in a given semester during the registration period. You will not be allowed to sit an exam for which you have not registered.
- [Applications for mark improvement \[German\]](#) should be submitted to the [Examinations Office](#).
- **Please confirm that you have successfully registered for your exams using the interface or the "Registered exams" list and print out the list.**
- Check the relevant chairs' websites to see if there are any additional registration modalities.

Notes on resits during a leave semester:

- During your leave semester, you may **only resit exams you have previously failed**.
- **You cannot resit passed exams for mark improvement during a leave semester.**