EXAM REGISTRATION / UNREGISTRATION

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1. GENERAL INFORMATION

- **Participation in exams** (of all types, i.e. written and oral exams, essays, term papers, etc.) **presupposes exam registration**; i.e. **it is not possible to participate in an exam without having registered for the respective exam before.**
- Exams have to be registered for in LSF **during the exam registration period.**
- Which **(possible) type(s) of exam(s)** have to be taken for a particular module is defined by the PStO (examination and study regulations), see "**Anlage 2"** of the PStO (=table at the end of the document); if there are several options, the **teacher/examiner** decides which of the listed alternatives applies in their class.

For which module number you have registered a class during course registration ("Belegen") is listed in a PDF which you can download in LSF as follows:

Schedules > Registrations (PDF)

Please make sure that you register for the same module number during exam registration. In case of missing or wrong module numbers for one or several courses, please send a module assignment form (downloadable from the website, at the end of the section "Semester Planning & Course Registration") via the message form. Please make sure that you do so before the end of the exam registration period.

- Exam registration is **binding**; i.e. if you **have registered and do not take an exam or hand in an assignment, term paper etc. (in time),** then you have **failed** the respective exam (see below for information on how to unregister).

Students with health impairments (disabilities, chronic illness, etc.) can apply for an extension of exam time ("Nachteilsausgleich"); more information can be found in the LMU website (section "Studying with a disability"). Application is via the PAGS (Prüfungsamt für Geistes- und Sozialwissenschaften); please make sure that you apply as early as possible, i.e. well before the exam date/deadline.

LSF

2. Exam registration in LSF

- The exam registration period is announced here in LSF:

Course Catalogue > Faculty of Languages and Literatures > Englische Philologie [Box "Prüfungsanmeldung"]

- Exams can be registered for in the section "Register for exams" during the registration period.
- Successfully registered exams are listed in "List of exams registered for".

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Please check before the end of the registration period whether all exams you want to take are listed here correctly. Please also download and save a copy of the PDF as a proof that you have successfully registered for these exams.

thesis

- Please note: The registration procedure for the **MA thesis** (as well as BA theses and Zulassungsarbeiten) is different and takes place at a different point in time.

3. Registration not possible/Error message

- Please consult the checklist and/or the PStO for the following points (=common errors):

(1) Do you meet the **entry requirements** for the exam (some modules presuppose the previous passing of other modules, see column "Zulassungsvoraussetzungen" in the PStO)?

(2) Have you **violated the rules for selection between optional alternatives** (WP modules/module packages)?

- In case of doubt send a message via the **message form before the end of the exam registration period.**

4. Forgotten to register for the exam

- Late registration is possible **only once during your study time and can only be done before the exam date/submission deadline (it is not possible on or after the exam date/submission deadline).**
- If you fulfill these requirements and want to late register, please send a message via the **message form.**

5. Unregistering from exams

- It is possible to unregister via LSF **up to three days before the exam date/ submission deadline** without giving reasons.
- If you cannot take an exam/hand in an assignment in time due to **illness or other reasons for which you are not responsible,** please contact the **PAGS (Prüfungsamt für Geistes- und Sozialwissenschaften).**

Medical certificates and other documents always have to meet the formal requirements defined by the PAGS and have to be handed in directly at the PAGS in due time (see information on the PAGS website). Please do not send such documents to examiners/university teachers.