

# EXAM REGISTRATION / UNREGISTRATION



## 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.**

## 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”.

**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.**

LSF



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.**