



# How to Register for Exams in LSF

Applies to students in the degree programs <u>M.Sc. Physics</u>, <u>M.Sc. Astrophysics</u> and <u>M.Sc. Meteorology</u> with <u>start of studies from</u> winter semester 2023/24 onwards

All students of the Faculty of Physics who started their studies in the winter semester 2023/24 or later must register for module examinations in LSF using the 'Register for exams' function. If no registration is required for individual module examinations or if registration does not take place in the way described in these instructions, this is noted in LSF in the appropriate places.

**Registration period** 

for module examinations in summer semester 2025:

30. June until 20. July 2025

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# A. Retrieving the data on the courses attended

Log in LSF: https://lsf.verwaltung.uni-muenchen.de

1. Select the Schedules tab on the left-hand side.

2. Open the link *Registrations (PDF)* at the top centre.

| Dis    | play options  |                           |               |                     |                  |   |
|--------|---------------|---------------------------|---------------|---------------------|------------------|---|
| entire | term          | show current: entire term |               |                     |                  |   |
| Perso  | nal Timetable |                           | save schedule | Registrations (PDF) |                  | List: short medium Plan: short medium Print (PDF) |
|        | :             | single events             | block events  |                     | every other week | Bookings  |
| Time   | Monday        | Tuesday                   |               | Wednesday           | Thursday         | Friday  |
| vor 8  |               |                           |               |                     |                  |   |
|        |               |                           |               |                     |                  |   |
| 8      |               |                           |               |                     |                  |   |

3. The following window appears. Click on Download Report.

| Download Site   |
|---|
| If you want to read the created PDF-Document, you need the Acrobat Reader . |

4. A PDF document with an overview of the courses you have registered for at the beginning of the semester will open.



### Notes:

- 1. To register for examinations, you will need the module numbers of the modules in which you wish to take an examination [1].
- 2. In many cases the titles of the specific courses [2] may differ from the titles of the modules [3]. In these cases in particular, it is important to know the module numbers so that you can select the relevant module when registering via the examination module tree (see section B).

# **B. Register for exams**

You have to register for <u>all</u> module exams that you would like to take in the current winter semester. This applies not only to examinations in lectures, but also to examinations for seminars (even if you have already given your presentation), lab courses, key qualifications, etc. An exam registration is also required if a course takes place at the end of the semester as a block course.

The exam registration also counts as registration for the **repeat exam**, if you want to take it because you didn't pass the first exam or didn't show up. Late registration for the repeat exam after the registration period on page 1 is not **possible**.

### 1. Select the tab *Register for exams* on the LSF home page.

| Transcript                   | My Functions                 |
|------------------------------|------------------------------|
| Schedules                    | My Functions                 |
| Course catalogue             | My contacts                  |
| Search for courses           | = Master Physik              |
| List of exams registered for |                              |
| Register for exams           | When to register for courses |
| Register for courses         | ■ Master Physik              |

### 2. Accept terms and click on Next.

| V laccept.<br>Next           |  |  |
|------------------------------|--|--|
| <b>3.</b> Click on the Link. |  |  |
| Register for exams           |  |  |

| _  |  |
|--|--|
| Please choose the exam from the structure given below. |  |
| 🔟 🗡 🖉  |  |
| Master Physics 2023                                    |  |
|  |  |

4. The module structure of your study program appears.

### Example 1 (Core Modules): Registration for the module exam in Advanced Particle Physics

**5.** Select the module WP 88 Advanced Particle Phyiscs [1], then click on the link with the details of the module exam [2], click on the link with the title of the course that belongs to the module exam [3] and finally click on *register for exam* [4].

| Register for exams   |
|--|
| Please choose the exam from the structure given below.                                       |
| haster Physics 2023  |
| 🕓 10100 P 1 Research Project in Physics: Phase I   |
| 🕓 10200 P 2 Research Project in Physics: Phase II  |
| 🚯 10300 P 3 Final Module   |
| 🕓 20100 WP 1 Key Qualifications I  |
| 🕔 28500 WP 85 Insights into Applied Physics Research I                                       |
| 🕓 28600 WP 86 Introduction to the Application of Physical Research Methods and Instruments I |
| 😮 28700 WP 87 Project-based Application of Physical Research Methods and Instruments         |
| C 28800 WP 88 Advanced Particle Physics [1]  |
| 28899 Module Examination: Advanced Particle Physics [2]                                      |
| ① ② Exam for Advanced Elementary Particle Physics [3]  |
| Date: , Examiner: Kuhr, Thomas - register for exam [4]                                       |
| C 28900 WP 89 Advanced Statistical Physics   |
|  |

6. Confirm the registration by choosing yes.

| H | Register for exa          | ns         |   |              |                   |                      |
|---|---------------------------|------------|---|--------------|-------------------|----------------------|
| v | Nould you like to registe | er/deregis | ter this exam?                                |              |                   |                      |
|   | Curricula                 | Nr.        | Exam  | Examiner     | Date              | Activity             |
|   | Master Physics 2023       | 28899      | Module Examination: Advanced Particle Physics | Kuhr, Thomas | not specified yet | Registration of exam |
|   | ×                         |            |   |              |                   |                      |
|   | yes no                    |            |   |              |                   |                      |

**7**. After a few seconds the following screen appears: Now, you are registered for the module exam. *Continue registration* if you want to register for further exams.

| Register for exams                                   |       |   |              |                   |              |        |
|--|-------|---|--------------|-------------------|--------------|--------|
| You have registered/deregistered the following exam: |       |   |              |                   |              |        |
| Curricula  | Nr.   | Exam  | Examiner     | Date              | Activity     | Status |
| Master Physics 2023                                  | 28899 | Module Examination: Advanced Particle Physics   | Kuhr, Thomas | not specified yet | Registration | OK     |
| Wester Physics 2025                                  | 20055 | Nodule Examination. Advanced Fanticle Filipsics | Runi, momas  | not specified yet | Registration | UK     |

### Example 2 (Elective lectures): Registration for the module exam in Introduction to Nanoscience

8. In your course registration data (see section A), you will find the module number and the title for the corresponding module exam. To register for the module exam in *Introduction to Nanoscience*, select the elective module *WP 144 Selected Research Topics in Prospective Fields of Advanced Modern Experimental Physics* [1] and then click on the link with the module examination details [2]. All module examinations offered in this semester as part of the module will appear. Select *Prüfung zu Introduction to Nanoscience* [3]. Finally, click on *register for exam* [4].

| Register for exams   |
|--|
| Please choose the exam from the structure given below.   |
| Master Physics 2023  |
| 10200 P 2 Research Project in Physics: Phase II  |
| 3 10300 P 3 Final Module   |
| 🕓 20100 WP 1 Key Qualifications I  |
| 🚯 34000 WP 140 Selected Research Topics in Advanced Quantum Physics  |
| 🕓 34100 WP 141 Plasma Physics II   |
| 😯 34200 WP 142 Hydrodynamics   |
| 🕔 34300 WP 143 Prospective Advanced Research Topics in Modern Experimental Physics                                     |
| 🕜 34400 WP 144 Selected Research Topics in Prospective Fields of Advanced Modern Experimental Physics 🚺                |
| 🗘 34499 Module Examination: Selected Research Topics in Prospective Fields of Advanced Modern Experimental Physics [2] |
| 🛈 🕚 Prüfung zu Advanced Methods for the Physics of Early Evolution   |
| 🛈 🕐 Prüfung zu Datenauswertung in der Teilchenphysik   |
| ① O Prüfung zu Introduction to Nanoscience [3]   |
| Date: , Examiner: Cortés, Emiliano - register for exam [4]   |
| 🛈 🛇 Prüfung zu Quantum Communication   |
| 🛈 🕐 Prüfung zu Teilchenphysik an Hadron-Collidern  |

**9.** Then register for the module exam and, if necessary, register for further module examinations (see points 6 and 7 above).

# C. Cancel your registration.

If you reconsider you can cancel your registration for the exam until the end of the registration period.

1. Click on "Prüfungsanmeldung stornieren" for the exam registration you want to cancel.



2. Confirm deregistration by choosing yes.

| Register for example      | ms         |   |              |                   |                             |
|---------------------------|------------|---|--------------|-------------------|-----------------------------|
| Would you like to registe | er/deregis | ter this exam?                                |              |                   |                             |
| Curricula                 | Nr.        | Exam  | Examiner     | Date              | Activity                    |
| Master Physics 2023       | 28899      | Module Examination: Advanced Particle Physics | Kuhr, Thomas | not specified yet | Cancel registration of exam |
| ×                         |            |   |              |                   |                             |
| yes no                    |            |   |              |                   |                             |

3. After a few seconds the following screen appears. Now, you have canceled your registration for the module exam.

 Register for exams

 You have registered the following exam:

 Curricula
 Nr.
 Exam
 Examiner
 Date
 Activity
 Status

 Master Physics 2023
 28899
 Module Examination: Advanced Particle Physics
 Kuhr, Thomas
 not specified yet
 Withdrawal
 OK, Leistung wurde gelöscht.