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How to Register for Exams in LSF

Applies to students in the degree programs M.Sc. Physics, M.Sc. Astrophysics and M.Sc. Meteorology with start of studies from 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.

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A. Retrieving the data on the courses attended

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

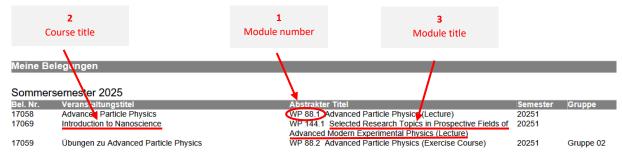
- 1. Select the Schedules tab on the left-hand side.
- 2. Open the link Registrations (PDF) at the top centre.



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



4. A PDF 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).

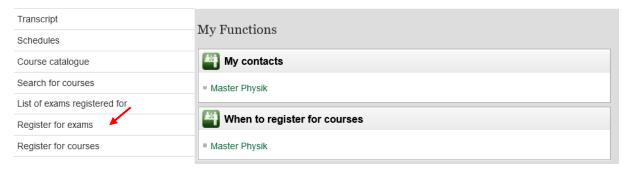
B. Register for exams

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 <u>lectures</u>, but also to examinations for <u>seminars</u> (even if you have already given your presentation), <u>lab courses</u>, <u>key qualifications</u>, <u>etc</u>. An exam registration is also required if a course takes place <u>at the end of the semester as a block course</u>.

Please note: Your grades can only be recorded and entered into your transcript of records if you have registered for the examination!

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 is not possible.**

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



2. Accept terms and click on Next.



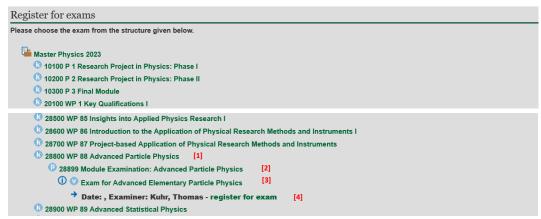
3. Click on the Link.



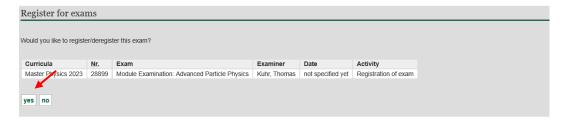
4. The module structure of your study program appears.

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

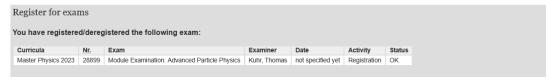
5. Select the module WP 88 Advanced Particle Physics [1], then click on the link with the details of the module exam [2], click on *Exam for Advanced Particle Physics* [3] and finally click on *register for exam* [4].



6. Confirm the registration by choosing yes.

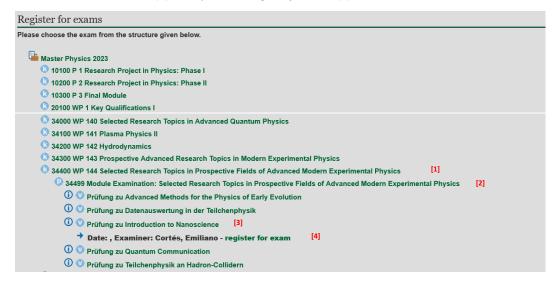


7. After a few seconds the following screen appears: Now, you are registered for the module exam. *Continue registration* if you want to register for further exams.



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 as part of the module will appear. Select *Prüfung zu Introduction to Nanoscience* [3]. Finally, click on *register for exam* [4].

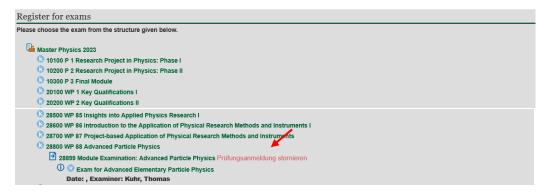


9. Then register for the module exam and, if necessary, register for further module examinations (see points 6 and 7 above).

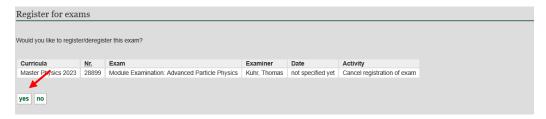
C. Cancel your registration.

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.



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

