

Exam registration

The topic of “exam registration” is regulated in the APO (Allgemeine Prüfungsordnung) and can be read there. The most important points from APO are summarized below as a reading version. According to § 6 (1), a formal and timely registration is required for all examinations in Bachelors’ and Masters’ degree programs.

According to §6 (5):

1. ONLINE EXAM REGISTRATION

The exam registration in the compulsory modules, the elective optional modules and the examinations required for the acquisition of additional qualifications other than those referred to in paragraph 2 have to be carried out **electronically (online) during the period of registration specified by the examination board.**

Students can usually check online on the next working day after the online registration whether the registration has been successful. **Please make a copy of your exam registration**

2. REGISTRATION PROTOCOL

The examination board will only handle a student's objection to a (missing) examination registration if the student can present the application protocol. Students are asked to print it out during the online registration process.

3. WRITTEN EXAM REGISTRATION IF ONLINE EXAM REGISTRATION SHOULD NOT BE POSSIBLE

If an online exam registration is not possible for example due to technical or other reasons, which the student is not responsible for, the registration must be done in writing, stating the subjects / modules and the registration code numbers, no later than one working day after the end of the registration period in the department of examination and internship (Bereich Prüfung und Praktikum) at the University of Applied Sciences Munich. In general there are no technical problems. If there are technical problems, the student has to provide a proof for that.

4. IMPORTANT

- According to § 6 (7), an examination is considered as not taken if the student has not formally and in due time registered for it.
- Late exam registrations (Paragraph 5) require a reasoned request from the student and the approval of the examination commission (=Prüfungskommission) (see § 3 (3) No. 2). Late exam registrations can only be considered if the student is not responsible for the delay ("forgetfulness is no reason").
- In this case, please contact the examining board chairperson, Prof. Dr. Vollmershausen: christiane.vollmershausen@hm.edu

Please note

- This list is not exhaustive.
- The students are responsible for gathering information about the prerequisites of the exam registration and the examination period of the faculty and to complete the application formally and on time.
- It should also be noted that both for written examinations and for all study and project work in the first to third semester an application is made during the registration period
- Similarly, in the case of retrieval of the missing 30 ECTS from the Bachelor (in the case of 180 ECTS), the registration of the examination performance is required