

## **Information about written examinations** **(Registrations, withdrawals and grade enquiries)**

Here is a summary of the key information needed to prepare you for written examinations:

### **1. Registration for written examinations**

The registration period is 5 weeks; it is always set in advance. The times for registration for each examination period are shown on the internet:

[https://www.fh-muenster.de/wirtschaft/studierende/pruefungsamt\\_neu/243b.-pruefungs--und-anmeldetermine.php](https://www.fh-muenster.de/wirtschaft/studierende/pruefungsamt_neu/243b.-pruefungs--und-anmeldetermine.php)

Registrations **must** be made online and within the deadline.

**Exception:** Additional subjects must be registered with the Examination Office in writing within the registration period.

### **2. Withdrawal from examinations**

Withdrawals can be made online up to 7 days before the relevant examination without stating a reason.

**Exception:** If the type of examination has been changed, e.g. into a combination of a written examination plus a presentation or term paper, etc., withdrawals can only be made during the registration period.

If you fall ill on the day of the examination, you must submit a Certificate Attesting Inability to Sit an Examination (the usual *Gelber Schein* sick note is not enough) and a request for permission to withdraw due to illness (available for download at:

[https://www.fh-muenster.de/wirtschaft/neu\\_downloads/pruefungsamt\\_neu/Ruecktritt\\_Krankheit.pdf](https://www.fh-muenster.de/wirtschaft/neu_downloads/pruefungsamt_neu/Ruecktritt_Krankheit.pdf)

within 3 work days.

### **3. Grade enquiries**

All module examination registrations and withdrawals and grade enquiries must be made online via the LSF portal (<http://lsf.fh-muenster.de>), the online portal for teaching staff, students and employees.

To use the portal, you will need your email ID (user name and password), which you received from the Data Processing Centre when you started university.

If you have any further questions relating to examination procedures, please contact the Examination Office during normal office hours, either in person, by phone (83 65506) or by email ([pa-wirtschaft@fh-muenster.de](mailto:pa-wirtschaft@fh-muenster.de)).