

## Exam Registration & Transcript of Records

### 1. Exam registration

General Information	<ul style="list-style-type: none"> <li>• <b>There are special rules for exchange students</b> Regular students at the University register for their exams via the platform STUDIS. Exchange students, however, do generally <b>not</b> register for their exams on STUDIS.</li> <li>• <b>Exam registration for exchange student is different at each Faculty</b> Depending on the Faculty at which your course is offered, the process for exam registration is different (see below).</li> <li>• <b>Course registration does not equal exam registration</b> Even though you already registered for your courses at the beginning of the semester, you still need to register for the exams now. Otherwise you won't be able to take the exam.</li> <li>• <b>Exam registration is important for your Transcript of Records</b> If you do not register for the exams, you will not be able to take the exam. In that case you will not receive a grade at the end of semester and we cannot issue a Transcript of Records for you.</li> </ul>
Important Dates	<ul style="list-style-type: none"> <li>• <b>EXAM REGISTRATION PERIOD for the Summer Semester 2021</b> <b>01 to 11 June 2021 (start and end at 12.00 noon)</b></li> </ul>
Exam Registration: Language Center and Intercultural Courses	<p>For exams at the Language Center (e.g. German language courses) and exams for the intercultural courses offered by the International Office you will be automatically registered for the exams, so <b>you do not need to do anything</b>. If you do not take the exam, you will automatically be deregistered from the exam. For further information on the Language Center courses, please contact Mrs. Jung, the secretary (<a href="mailto:claudia.jung@sz.uni-augsburg.de">claudia.jung@sz.uni-augsburg.de</a>). For further information on the intercultural courses, please contact the Erasmus+ or WeltWeit team.</p>
Exam Registration: Faculty of Business and Economics	<p>To register for the exams, please fill out the excel sheet you can find on the website of the Faculty's Center for International Relations (CIR) and send it to <a href="mailto:Markus.Seizinger@uni-augsburg.de">Markus Seizinger</a> via email within the deadline: <a href="https://www.uni-augsburg.de/en/fakultaet/wiwi/cir/courses/exam-organisation/">https://www.uni-augsburg.de/en/fakultaet/wiwi/cir/courses/exam-organisation/</a></p>
Exam Registration: Faculty of Law	<p>You need to sign up for the exam by sending the "Course Certificate for Exchange Students" to Ms Brüggemann: <a href="mailto:hannelore.brueggemann@jura.uni-augsburg.de">hannelore.brueggemann@jura.uni-augsburg.de</a> (for information about the Course Certificate for Exchange Students" see below).</p>
Exam Registration: Faculty of Applied Computer Sciences	<p>You have to send your "Course Certificate for Exchange Students" (see information on the Course Certificate below) to the lecturer <b>and</b> you have to register via STUDIS. Please contact the faculty for registration via STUDIS.</p>

<p>Exam Registration: All other Faculties</p>	<p>You need to sign up for the exam by sending the "Course Certificate for Exchange Students" to the lecturer of the respective course (<i>for information about the Course Certificate for Exchange Students" see below</i>).</p>
<p>Registration for the Exams with the "Course Certificate for Exchange Students"</p>	<ul style="list-style-type: none"> <li>• <b>What is the course certificate for exchange students?</b> The course certificate is a personalized form with two functions:             <ol style="list-style-type: none"> <li><b>1. Exam registration</b> <ul style="list-style-type: none"> <li>- You sign up for the exam with the course certificate.</li> <li>- The course certificate stays with your lecturer until the end of the examination period.</li> </ul> </li> <li><b>2. Confirmation of the examination</b> <ul style="list-style-type: none"> <li>- Your lecturer grades your exam and writes the grade, the contact hours (SWS), and the ECTS points on the course certificate.</li> <li>- The course certificate will be sent to the International Office by your lecturer in order for your Transcript of Records to be issued.</li> </ul> </li> </ol> </li> <li>• <b>How do you generate the course certificate?</b> <ol style="list-style-type: none"> <li>1. You can download the course certificate from your workflow in Mobility Online or at the bottom of this website: <a href="https://www.uni-augs-burg.de/en/portal/internationals/course_examregistration_exchange/">https://www.uni-augs-burg.de/en/portal/internationals/course_examregistration_exchange/</a></li> <li>2. Fill out a course certificate for each exam on your computer (not by hand).</li> <li>3. Send your course certificates to your lecturers/the relevant person as explained above.</li> </ol> </li> </ul>
<p>Please note!</p>	<ul style="list-style-type: none"> <li>• Your lecturers might not be aware of the exam registration process for exchange students. <b>Talk to all your lecturers and refer them to the International Office if they have questions: <a href="mailto:transcripts.incoming@aaa.uni-augs-burg.de">transcripts.incoming@aaa.uni-augs-burg.de</a></b></li> <li>• Register for every exam you wish to take!             <ul style="list-style-type: none"> <li>- Late registration for an exam is <b>not</b> possible.</li> <li>- Not participating at an exam will not be penalized.</li> <li>- All the courses you take an exam for will show up on your transcript, <b>even if you have failed the exam.</b></li> </ul> </li> <li>• You will receive an email from the International Office later in the semester with your "Course Overview". <b>It is mandatory that you respond and confirm whether this course overview is correct or whether changes should be made (i.e. if you decided to not take an exam).</b> An incorrect course overview can have repercussions for your transcript of records!</li> <li>• If you are not planning to take an exam, you may still get a confirmation of attendance for the course. You may hand in a course certificate to your lecturer <b>during the exam registration period</b> and discuss this option with them. However, there is no guarantee that the lecturer or the faculty accepts that.             <ul style="list-style-type: none"> <li>- This is also applicable for tutorials associated with lectures</li> <li>- You usually do not get any credits for simply attending a course (Exception: Intercultural courses)</li> </ul> </li> </ul>

## 2. Transcript of Records

- The Transcript of Records is the official confirmation of your exchange semester and your academic performance, as well as the basis for transferring credits to your home university.
- Your transcript will be sent to the International Office of your home university per mail after the end of your exchange. The scanned version will be available for download in Mobility-Online.
- **In case you need your Transcript of Records urgently, kindly ask your lecturers to send the course certificates to the International Office via email as quickly as possible!**