

## Registration (for exams) for winter semester 2025/2026

Last name, First name:	Matriculation No.	Study programme:	Semester:

Registrations made as stated in this form are legally binding.

It is up to you to check the examination office's registrations for you in Studi-Portal. This can be done within a few days of the end of the registrations period / submission of this form.

### 1. Subjects taken ahead of schedule and compulsory electives

When you register for a compulsory elective, it becomes a compulsory subject for examination regulation purposes, e.g. they have to be passed.

Where the examination in question can't be offered in the next semester (or the next possible semester), you will have to re-register for a substitute course as determined by the dean of studies. This will apply even if the course in question is not required for graduation.

Compulsory electives can be changed into additional subjects only after they have been passed. A non-graded assessment (*Studienleistung*) cannot be changed into a graded assessment (*Prüfungsleistung*); once you have passed, the opposite (graded to non-graded) is possible.

**Prior to submitting the registration, the dean of studies has to approve:**

- subjects taken ahead of schedule
- compulsory electives which cannot normally count towards your degrees credits (check with your faculty)
- compulsory electives which can count towards your credits as an exception for a study semester abroad (please note under "comment")
- substitute subjects (please state in "comment" which subject is being substituted)

Study programme/ specialisation	Subject No.	Subject title	type of registration *)	type of exam **)	approved (dean of studies)	comment (dean of studies)

### 2. Additional subjects

Upon application, registration for additional subjects can be deleted at a later date. Additional subjects cannot be changed into compulsory electives. Any graded assessment additional subjects which have been passed, can upon application be included in your grade sheet. They will not count towards your overall grade.

Study programme/ specialisation	Subject No.	Subject title	Type of registration *)	type of exam **)
			Z	
			Z	
			Z	



Date, Signature (student)

**You can submit this form in a legally binding manner even without signature if you complete it online and send it to the examinations office (*Prüfungsamt*) using your HFU-account (or, where approval is required, send it to your dean of studies first).**

\*) type of registration: P – Compulsory subject, W – Compulsory elective, Z – Additional subject, SpezM – Specialisation module, WahlM – Elective module

\*\*) type of exam: PL – Graded assessment, SL – Non-graded assessment