

## Information sheet on examinations for Erasmus- and Program-Students

In this information sheet you will find all the details about the examinations you can attend at our faculty.

### 1. Registration for the examinations

You must register for an examination **in person with the respective lecturer**. Please note that, unlike students on the State Examination in Germany, you do not have an examination account with the Law Examination Office. Examinations as part of the ERASMUS+ procedure may be **oral or written**. The respective lecturer decides on the type of examination.

**If you fail an examination**, please ask the respective lecturer about the possibility of retaking the examination.

### 2. Certificates of achievement

The results of both oral and written examinations **must be certified by the respective lecturer in the form of a performance record**. As you do not have an examination account with the Examination Office, your results cannot be viewed electronically, but must be explicitly certified. There is a form for this certificate of achievement, but it is not mandatory. Professors can also use their own forms for this. Please enclose it, filled in with your name and matriculation number, with the exam and also note on the exam that you are an Erasmus or program student.

### 3. Pre-correction

If the exams are written exams, your exams will be returned with the other exams registered with the Examinations Office (i.e. at the end of March or the end of September). If this is too late for you, it is very important that you **request a so-called "pre-correction" from the respective lecturer**. Therefore, please contact the lecturer personally.

### 4. Preparation of the Transcript of Records

After you have received your **examination results** and the corresponding **certificates of achievement**, please hand them in to the International Coordination Office (photocopies are sufficient). The Transcript of Records can be issued by the [International Coordination Office](#) on the basis of these transcripts as soon as all documents are available.

**If you are returning home before you have received all your transcripts of records**, please ask the department or institute to hand them over to the International Coordination Office. Please let us know your home address by e-mail and whether you are still missing any certificates and if so, which ones. As soon as we have received all the certificates, the transcript will be prepared and sent to your home address together with the certificates.

### 5. Seminar participation and registration

If you would like to take part in a seminar, please refer to the information provided by the respective lecturers or institutes on the Internet and in the respective institutes. **Announcements** are usually made between **mid-January and mid-February** for the summer semester and from **mid-June to mid-July** for the winter semester. The seminar topics are bindingly distributed in an oral meeting, the date of which is published on the Internet. Normally, it is planned that the seminar essay is prepared during the semester break during the lecture-free period. As an Erasmus student, however, you do not have the same strict deadline as the students of the state examination. The lecturer of the seminar decides on any deviation from this deadline. The presentation

belonging to the seminar will be held in the following semester after consultation with the lecturer. The above applies to inclusion in the transcript of records.