

Dear Students,

The following information describes important aspects related to examination regulations in your studies. Please read it carefully and reread it before your first examination period begins. If you have any questions about exams in your study course, please ask the responsible official in the Studiensekretariat ([studiensekretariat@uni-ulm.de](mailto:studiensekretariat@uni-ulm.de)). We wish you some exciting and instructive years of study in Ulm!

Your Studiensekretariat

(Office of the Registrar/Examination Office)

The legal basis for your studies is provided, among others, by:

- the Law on Higher Education of the Land of Baden-Wuerttemberg (Landeshochschulgesetz LHG)
- the General Framework of Ulm University
- the subject-specific study and examination regulations (FSPO) of the respective study courses

You can find the legal framework here: [www.uni-ulm.de/studium](http://www.uni-ulm.de/studium) → Ordnungen, Satzungen, Gesetze → Studien- und Prüfungsordnungen (click on the Union Jack).

- Orientation exams can only be retaken once and has to be successfully completed by the end of the third subject-related semester the latest. To find out which exams are orientation exams in your study programme, please check the subject-specific study and examination regulation (FSPO).
- If you do more exams than required in an elective modul (e.g. additional key qualifications - ASQ), then only those exams taken first –until the required number of points is reached - count towards the mark awarded for this module.
- Exam retakes can be offered as closed or open exams. Closed retakes are only for students who failed the first exam or who were unable to take it (medical attest form necessary). Open retakes are open to all students independent of the first exam.
- If you fail to appear for any exam that you registered for, the exam will be counted as a “fail” (5.0). It is possible to register for exams or to withdraw from any exam without good cause until three days before the exam (**e.g. if the exam takes place on February 10, you have to register by February 6 11:59 pm the latest**).
- After the three-day deadline has passed, withdrawal from any exam for good cause, e.g. illness, is only possible before the start of the exam. If you are unable to take the exam for health reasons on the day of the exam, please submit the medical attest form “Formular für die Bescheinigung der Prüfungsunfähigkeit (Aerztliches Attest)” filled in by a medical doctor immediately. You can find the form on the university website ([www.uni-ulm.de/index.php?id=847](http://www.uni-ulm.de/index.php?id=847)). It is not possible to withdraw from the exam after having taking it.
- Please register online via the Hochschulportal ([portal.uni-ulm.de](http://portal.uni-ulm.de)). Remember to check after each registration if your registration was recorded in the system and print or save the respective confirmation. After having registered for an oral exam, please remember to make an appointment for the exam with the examiner. Before you register online, please carefully check the guidelines on online exam registrations. You find the guidelines on the web pages “Exam administration” and the “Hochschulportal”. Should you be unable to register online, please immediately send an email to [studiensekretariat@uni-ulm.de](mailto:studiensekretariat@uni-ulm.de).