

# Exam registration for exchange students

# General information

- If you are doing an exam (e.g. an essay or a presentation) in a course, you need to sign up for the exam. Depending on your study programme, **exam registration works either fully or at least mostly online via [LSF](#)**.
- Exam registration on LSF is open until the end of the teaching period. Ideally, please **sign up for your exams now or sometime before the end of the teaching period**. If you're not sure, please let us know and schedule a meeting with us *before* the teaching period ends!
- As soon as your teachers have graded your final exam, they will enter the grade into LSF where you'll be able to access it. Please give your teachers *at least* four weeks time to read and mark your paper. Some teachers may be on holidays during the semester break so please talk to them about your grades *early on* (especially if you have a deadline!!).
- **If you're not taking an exam in a course, you do not need to sign up for the exam.** Your teachers will simply confirm your participation online via LSF if you're registered for the course and after you've fulfilled the possibly required attendance requirements.

# How to register for exams on LSF

The screenshot shows the LSF website interface. At the top, there is a navigation bar with five tabs: 'My Functions', 'Courses', 'Departments', 'Rooms', and 'Members'. The 'My Functions' tab is highlighted with a yellow box. Below the navigation bar, the breadcrumb trail reads 'You are here: Home → Administration of exams'. On the left side, there is a vertical menu with several options: 'General administration', 'Administration of study', 'Administration of exams' (highlighted with a yellow box), 'Internship', 'Schedules', 'My Reports', 'EPPSG access code', 'My Lectures', and 'Edit Password'. The main content area is titled 'Administration of exams' and contains a list of links: 'Register for Exams/cancel registration for exams' (highlighted with a yellow box), 'Lectures occupy/sign off', 'Info on Exams (internships)', 'Info on Exams', 'Exams Extract', 'information on registered practical training', 'Other Modules', and 'Internship'.

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Administration of exams

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## Register for Exams/cancel registration for exams

### Important registration information. Please read carefully!

Students wishing to obtain an exam certificate for a **course they are officially enrolled in** as per valid exam regulations for the current course of study, must use this function to **sign up online** with the **corresponding teaching staff for the respective examination**.

If students are **unable** to sit the exam on the date they have registered for, they must proceed to cancel registration for the exam before the exam date, using the cancellation function.

**Registration for exams and cancellation of registration for exams are binding.**

Please bear in mind that the registration / cancellation of registration function is only activated within an established period for the current semester (see lecture schedule)

**Important: Only when you accept this notice by clicking on the box below can you proceed with your desired actions. Left click on the "Next" button and then choose the corresponding examination.**

[Register for Exams/cancel registration for exams - Winter 2023/24](#)

#### Accept terms

I accept

Next

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## Register for Exams/cancel registration for exams

Please choose the exam from the structure given below. Click on the identifiers.

 **Bachelor of Arts Social Work 2021**

**My Functions**

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## Register for Exams/cancel registration for exams

Please choose the exam from the structure given below. Click on the identifiers.

 Bachelor of Arts Social Work 2021

 Bachelor's degree

 Bachelor's degree

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## Register for Exams/cancel registration for exams

Please choose the exam from the structure given below. Click on the identifiers.

 Bachelor of Arts Social Work 2021

 Bachelor's degree

 5100 1st Term Social Work

 5200 2nd Term Social Work

 5300 3rd Term Social Work

 5400 4th Term Social Work

 5500 5th Term Social Work

 5600 6th Term Social Work

 5700 7th Term Social Work

 Bachelor's degree

Remember:

first digit of the course number

=


semester the course is allocated to

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Please choose the exam from the structure given below. Click on the identifiers.

 Bachelor of Arts Social Work 2021

 Bachelor's degree

 5100 1st Term Social Work

 5200 2nd Term Social Work


 5210 Propaedeutics, History and Theory of Social Work

 5220 Methods of Social Work Practice I

 5230 Fields of Practice, Target Groups and Organizations of Social Work

 5240 Legal Foundations of Social Work I

 5250 Society, Health and Social Work

 5251 Society, Health and Social Work - Examination

  8488325301 Foundations of Social Medicine and Social Psychiatry for Social Work (U3 to M6 Society, Health and Social Work)

  8488325101 Political and socio-political Foundations of Social Work (U2 to M6 Society, Health and Social Work)

  848832510 Politologische und sozialpolitische Grundlagen Sozialer Arbeit (U2 zu M6 Gesellschaft, Gesundheit und Soziale Arbeit) (S)

  8488315101 Sociological Foundations of Social Work (U1 to M6 Society, Health and Social Work) (L)

  848832530 Sozialmedizinische und sozialpsychiatrische Grundlagen Sozialer Arbeit (U3 zu M6 Gesellschaft, Gesundheit und Soziale Arbeit) (S)


  848831510 Soziologische Grundlagen Sozialer Arbeit (U1 zu M6 Gesellschaft, Gesundheit und Soziale Arbeit) (S)

 5300 3rd Term Social Work

 5400 4th Term Social Work

 5500 5th Term Social Work

 5600 6th Term Social Work

 5700 7th Term Social Work



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## Bachelor of Arts Social Work 2021

### Bachelor's degree

 5100 1st Term Social Work

 5200 2nd Term Social Work

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 5220 Methods of Social Work Practice I

 5230 Fields of Practice, Target Groups and Organizations of Social Work

 5240 Legal Foundations of Social Work I

 5250 Society, Health and Social Work

 5251 Society, Health and Social Work - Examination



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→ Examiner:  - [registration of exam](#)

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## Register for Exams/cancel registration for exams

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Arts Soziale Arbeit 2021	5251	Gesellschaft, Gesundheit und Soziale Arbeit - Prüfung		not specified yet	Registration of exam

yes

no

You are here: [Home](#) → [Administration of exams](#) → [Register for Exams/cancel registration for exams](#)

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## Register for Exams/cancel registration for exams

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Arts Soziale Arbeit 2021	5251	Gesellschaft, Gesundheit und Soziale Arbeit - Prüfung		not specified yet	Registration	OK

During this session on 21.11.2023 you have registered/deregistered the following exams:

Curricula	Nr.	Exam	Examiner	Date	Activity	Reservation
Bachelor of Arts Soziale Arbeit 2021	5251	Gesellschaft, Gesundheit und Soziale Arbeit - Prüfung		Noch nicht festgelegt	Declared	

Continue registration

Homepage

Logout

# Exceptions

- **For some courses, the online exam registration for exchange students via LSF unfortunately does not work.** This applies for the **extracurricular language courses** (e.g. German language courses) [“Fachenglisch” is not an extracurricular language course, it belongs to the mandatory curriculum of the BA Social work and is allocated to the first semester] as well as for some **BA Social Work courses**. These are  
*[both in German and English]:* Module 11: Culture – Aesthetics – Media of Social Work (Exempl. Introduction to Cult., Aesthetic or Media Social Work I), Social Work Theories and Methods (Practice Methods or Reconstructive Social Work I + II),  
*[in German only]:* Modul 12: Handlungsmethoden II: Schwerpunkt Beratung, Modul 13: Rechtliche Grundlagen Sozialer Arbeit III, Theorie-Praxis-Vertiefungen (Wenn mehr als eine belegt wird. Die erste kann über LSF angemeldet werden.)
- **This doesn't mean that you cannot do an exam, it simply means that the teachers will need to use another way to communicate your grade.** Here's how: After having done or submitted your final exam (e.g. presentation or essay), please ask the teachers to communicate your grade via an exam certificate (“Leistungsnachweis”). The teachers can easily generate the exam certificate directly from LSF and enter your grade there. Afterwards, they will have to send the exam certificate to the exams office which will enter your grade into the system (and then you'll also be able to access it via LSF). If teachers prefer to e-mail your grade to us, that's ok, too!
- This is also the procedure if your teacher has granted you the exception of marking an ungraded exam for you.

# FAQ

*[BA Social Work students only]*

- **What does the 60 ECTS exam mean which I can see in my exam overview?**  
-> That's a 'dummy exam' for exchange students and only appears for a technical reason, can be fully ignored ☒
- **Why won't my full ECTS credits appear on LSF?**  
-> ECTS only automatically appear on LSF if you've completed the entire module. If you only attended single units, LSF will show „0 ECTS“ for it. Don't worry though: your ECTS will appear on your final Transcript of Records, because it will be issued manually by us (not automatically by LSF).
- **What if I cannot find my teacher's name in the examination lists?**  
-> In that case, please e-mail us. Probably your individual teacher hasn't been registered yet as an examiner.
- **What if my class is taught by two (or more) teachers, whom should I choose from the examination list?**  
-> If you haven't been assigned to a specific teacher anyway or if your teachers haven't told you yet, please ask them who you should register with for the exam.

*[MA PSP students only]*

- Modul 1 and Modul 6 don't have any exams, so you don't need to sign up for any exams either. As long as the teacher confirms your course attendance, the corresponding ECTS will be awarded.  
In Modul 7 your course attendance counts as the exam.