

Name <i>Family name(s)</i>	Vorname <i>Given name(s)</i>	Matrikelnummer <i>Matriculation number</i>	
Nationalität <i>Citizenship</i>	Geburtsdatum und Geburtsort <i>Place and date of birth</i>	Studiengang <i>Degree programme</i>	
Heimatuniversität <i>Home university</i>	E-Mail-Adresse <i>E-mail address</i>	männlich <i>male</i> <input type="checkbox"/>	weiblich <i>female</i> <input type="checkbox"/>

Bitte beachten Sie, Studierende eines Doppelabschlussprogramms der Wirtschaftswissenschaftlichen Fakultät (z.B. Doppelmasterprogramm mit der Corvinus Universität Budapest) dürfen keine Sonderprüfungen ablegen. Sonderprüfungen werden nicht anerkannt.

*Please note that students of a double degree program of the School of Business, Economics and Information Systems (e.g. double master program with Corvinus University Budapest) are not allowed to take special exams. Special exams are not recognized.*

In folgenden Fächern werde ich Leistungsnachweise erwerben:

*I wish to be assessed and gain credit points for the following courses (modules):*

Vorl.-Nr. <i>Course code</i>	Veranstaltung <i>Course (module) title</i>	Dozent <i>Lecturer</i>	ECTS <i>credits</i>	Sonderklausur <i>Special exam</i>	
				ja/yes <input type="checkbox"/>	nein/no <input type="checkbox"/>
				ja/yes <input type="checkbox"/>	nein/no <input type="checkbox"/>
				ja/yes <input type="checkbox"/>	nein/no <input type="checkbox"/>
				ja/yes <input type="checkbox"/>	nein/no <input type="checkbox"/>
				ja/yes <input type="checkbox"/>	nein/no <input type="checkbox"/>

- Die Hinweise zur Prüfungsanmeldung für Austauschstudierende habe ich zur Kenntnis genommen.  
*I have read and understood the Information for exchange students on registering for examinations.*
- Die Informationen zu möglichen Sonderprüfungen habe ich zur Kenntnis genommen.  
*I have read and understood the information on „Special examinations for exchange students“.*

Die Ausfertigung und der Versand des Transcript of Records erfolgt durch das Akademische Auslandsamt der Universität Passau.

*Your Transcript of Records will be drawn up and sent to you by the International Office of the University of Passau.*

Passau, den .....

Datum  
*Date*

Unterschrift  
*Student's signature*

## Information for exchange students on registering for examinations of the Faculty of Business Administration and Economics

### 1. Examinations offered for the degree programme you are enrolled in:

- a. You should follow the regular registration procedure using the [Campusportal](#) system.
- b. In the seating plan you will find the seat number based on your matriculation number.
- c. The grades will be published on the [Campusportal](#) no later than one week before the start of lectures for the next semester.

### 2. Registering for an examination that is not listed for your degree programme:

(e.g. you are enrolled in the bachelor's programme but wish to take a master's examination or vice-versa)

- a. Please register using the [registration form](#) and send it by e-mail to [dekanat.wiwi@uni-passau.de](mailto:dekanat.wiwi@uni-passau.de). In this case, it is not possible to register via the Campusportal system.
- b. In the seating plan, after the regular seats, you will find the seats listed "Austauschstudierende".
- c. Your grades will be reported to the International Office (IO). The IO will issue a Transcript of Records (ToR) after receiving your course list from Stud.IP (please send it to [transcript-incoming@uni-passau.de](mailto:transcript-incoming@uni-passau.de) during the examination period) and after all your examination results have been announced. The ToR will be sent to you by e-mail by the IO.

### 3. Registering for a special examination for exchange students:

- a. Please register using the [registration form](#) and send it by e-mail to [dekanat.wiwi@uni-passau.de](mailto:dekanat.wiwi@uni-passau.de). In this case, it is not possible to register via the Campusportal system.
- b. In the seating plan, after the regular seats, you will find the seats listed with "Austauschstudierende" and the addition SONDERKLAUSUR.
- c. Your grades will be reported to the International Office (IO). The IO will issue a Transcript of Records (ToR) after receiving your course list from Stud.IP (please send it to [transcript-incoming@uni-passau.de](mailto:transcript-incoming@uni-passau.de) during the examination period) and after all your examination results have been announced. The ToR will be sent to you by e-mail by the IO.

Please note that **students of a double degree program** of the School of Business, Economics and Information Systems (e.g. double master program with Corvinus University Budapest) **are not allowed to take special exams**. Special exams are not recognized.

**PLEASE NOTE: Degree-seeking and exchange students usually sit their examinations at the same time; moreover, bachelor's and master's examinations take place concurrently. Regrettably, this means that we are unable to guarantee that examinations registered for do not take place at the same time.**

### Special examinations for exchange students

The Faculty of Business Administration and Economics is aware that studying in a new environment abroad can be challenging for exchange students. Therefore, we offer exchange students the option of sitting an alternative examination that seeks to mitigate some of the difficulties international students may encounter.

Here is an example to illustrate how this works: At the end of the 'Marketing' course, the faculty sets a regular 'Marketing' examination and additionally a 'Marketing for Exchange Students' ('Marketing für Austauschstudierende') examination. Exchange students can choose which version they would like to sit when registering for the examination. Upon completion of the special examination for Marketing, the Transcript of Records will list 'Marketing for Exchange Students'.

While these special examinations cover the same course syllabus as the regular examinations, they are shorter than the regular ones in that students are required to answer a smaller set of questions, allowing them to allocate more time to each question attempted. This gives our international students more time to carefully craft their answers, which helps to mitigate linguistic and other problems international exchange students might face when sitting our examinations. As a consequence, they are – technically speaking – slightly less challenging than the regular examinations.

While the faculty does not plan to introduce these examinations for regular degree-seeking students, we wish to emphasise that they are adequately challenging, so that achieving a pass mark on the examination proves that the student has achieved the desired learning outcomes of the relevant course and possesses the required knowledge to progress within the programme. We recommend that our exchange students' home universities regard these special examinations as equivalent to the regular examinations and give them full recognition. **Please enquire before registering for the examination whether the special examination is recognized by your home university.**

Please note that **special examinations are not recognised for students studying at the University of Passau as part of a double degree programme** (e.g. double master's programme with Corvinus University Budapest). In order to guarantee an equivalent degree, the regular examination conditions apply and the regular examination must be taken.