

**All students must register for the final exams themselves** – if you are not registered, you will not be able to take the exam on the given date and time and will only be able to take it on a subsequent exam date for which you register in advance.

- **General rules for registration for exams** (or deregistration if you change your mind):
  - Exams offered Tuesday to Friday: up to max. 24 hours before the exam time
  - Monday exams: up to max. 72 hours before the exam time (i.e. Friday the previous week)
- **Administrative staff are not able to register you for or deregister you from exams.** You must take care of this yourselves. Professors cannot overwrite the requirement for exam registration.
- Technically entering the official grade for most courses is exam based. **If you do not register for the exam, the instructor will be unable to enter your grade in Neptun.**
- **If any exam date is posted on Neptun for any course you must register for it.** The only exception is if you have received an „**offered grade**” that you officially accept via Neptun. (**Offered grades – you can find them in Neptun under „Subjects” / „Offered grades”** - must be accepted if you agree with it. If you do not wish to accept the grade, you have to register for one of the exam dates.)
- If you agree with the grade, you must accept it **before** registering for an exam date. place. Once you have registered for an exam, you must take it, as the exam result will overwrite the offered grade.

**I do not see an exam date for my course in Neptun:**

If you do not see an exam in Neptun for your subject, please send an email to your professor to double check if it is deliberately not inscribed in Neptun. There may be some delays in exam inscriptions in Neptun, therefore you must check whether or not the exam date will be entered in a few days.

**I have two exams scheduled at the same time/ day**

If you have **overlapping exams / or more than 2 exams on the same day** you will have to choose which examination(s) to take on the given day and which you will take at a subsequent examination date. (Usually, 3 different exam dates are offered in the case of all courses.)

4. **Step-by-step guide how to register:**

**GO** to: [NEPTUN](#) - **SET** the language to English (British flag)

- LOGIN NAME: Neptun code; PASSWORD: your birth month - all lower case
- **GO** to "EXAMS" (top menu, 4th option from the left)

- **SELECT:** "EXAM REGISTRATION" - Make sure that "Terms" is set to **2020/21/2** and "Subject" to "**Every subject**" - CLICK "**List exams**"
- **CLICK ON** the plus sign at the end of your chosen time slot and Select "**REGISTER**" - Follow the same process for all exam dates you want to register for.
- TO **CHECK** your exam registrations: Go to "EXAMS" and Select "TAKEN EXAMS"