

## **Official Registration Procedure for Oral Examinations in Modules 10-13**

To accommodate preferred examination dates and topic suggestions, the following three steps have to be completed correctly:

**1.)** Up until the middle of each semester (at the very latest), students have to go in person to the relevant professor in order to discuss their preferred topic areas and potential examination dates. This important step cannot be done via email. Moreover, it is expected that students come well-prepared and bring their own areas of interest with them to this meeting. In consultation with the second examiner at a later date, the examination topics and dates will be finalized between the two examiners. Shortly thereafter, the secretary will be informed.

**2.)** Before getting a registration slot for the oral examination, students must confirm that they have fulfilled all prerequisites (i.e., courses, term papers, exams, etc.). In the best interest of students, observance of due dates for the submission of handouts (e.g., list of primary/secondary literature, relevant theories and concepts, key aspects in bullet-point format, important quotations, etc.) set by the professor is also expected.

**3.)** The secretary will then make the necessary arrangements for the official KLIPS registration. Students will be notified via email when they should complete this official step in KLIPS by a certain due date. (In other words, if you want to take the oral exam, do not register for the regular module exam in KLIPS beforehand.)

**4.)** No other platforms for registration or for the booking of time slots (e.g. sign-up sheets, OLAT, etc.) are valid. Only KLIPS is used for both of these purposes.

Failure to carry out the three above-mentioned steps can result in delays and/or rejection of topic proposals and/or the postponing of the examination to a later term. Likewise, last-minute arrangements or topic suggestions at the end of a semester cannot be considered.