

Registration guidelines for economic seminars

1. Lecturers announce their seminars in the winter semester (summer semester) until August 15 (February 15) and provide the relevant information to the Examination Office.
2. Students must contact lecturers directly and apply for seminars until August 30 (February 28). This is the organizational registration and NOT the official registration for the examination.
3. Lecturers are responsible for the allocation of seminar slots and topics and inform students until September 15 (March 15) whether they got a seminar place or not.
4. Students then register via HISPOS-LSF for the seminar for which they got a seminar place until September 29 (March 29). This is the official examination registration! Withdrawal from registration is possible until September 29 (March 29).
5. Until October 4 (April 4) the organizational registration with the lecturer and the official registrations will be matched:
 - a. If students get accepted for the seminar by the lecturer but do not register in HISPOS-LSF or withdraw from registration, their seminar place will be lost. Seminar slots becoming available may be allocated by the lecturer to students who did not get a place during the first round. Students getting accepted for the seminar at this later stage must register via e-mail at the Examination Office by attaching the seminar admission they received from the lecturer.
 - b. If students register for a seminar in HISPOS-LSF without being accepted by the lecturer this seminar will be graded with “not sufficient” (5,0)!
6. Lecturers send seminar results to the Examination Office at the end of the semester.
7. If registered students do not participate in the seminar or cancel it during the semester the seminar will be graded with “not sufficient” (5,0)! In case a seminar is not passed after the second retake the Bachelor or Master examination is finally not passed!