Exam registration – Instruction
For Short-term Students at the Faculty of Arts and Humanities

**IMPORTANT:** Exam registration via KLIPS 2.0 is mandatory for all students and must be performed on time!

➔ Please pay closest attention to exam registration windows in KLIPS 2.0 (they vary greatly across departments!) and make sure to sign up for the correct module exams!

Otherwise, your credit points and grades cannot be displayed on your Transcript of Records!

If you need help with exam registration, please visit us during office hours at Robert-Koch-St 41 or contact philfak-incomings@uni-koeln.de and we will help you!

To register for exams please follow these steps:

1) Go to your KLIPS 2.0 business card and click on the application “Registration Status” to view your study programme:

2) Click on the name of your study programme, e.g. “Short Term Study Programme Erasmus Faculty of Arts and Humanities”, to view all modules.
3) Scroll down to your desired module and click on “Modulprüfung” to check if the module exam is open for registration:

- You can identify this semester’s module exam element by the abbreviation in its title: “19W” = “winter semester 2019/20”, “20S” = “summer semester 2020”, “20W” = “winter semester 2020/21”, “21S” = “summer semester 2021” etc.

- Once you have identified the correct exam element, check the status of the “P” icon next to it:

  - Green “P” means that the exam is open for registration → in this case, please continue with step 4 (next page)!

  - Orange “P” means that the exam will be open for registration in the future → in this case, click on the “P” icon to check exam registration windows:

    → Make sure to search in the “current course/subject” tab!

  - If there is more than one entry in the list, look out for the name of your examiner. Usually, your examiner is the lecturer of the course in which the module exam is held. If you are unsure in which course you need to take the module exam, please check the module guide or get in touch with philfak-incomings@uni-koeln.de!
Grey “P” means that no exam dates have been entered so far → in this case, please contact philfak-incomings@uni-koeln.de

Red “P” either means that the registration period has already closed or that no exam dates have been entered so far → click on the „P“ icon to check if exam dates are available in the “current course/subject” tab: if no exam dates are found, please contact philfak-incomings@uni-koeln.de

4) To sign up for an exam, click on the green “P” icon next to the exam element and search for the name of your examiner in the list that opens:

- Make sure to search in the “current course/subject” tab!

- Usually, your examiner is the lecturer of the course in which the module exam is held. If you are attending a module where the exam is not about a specific course, but about all courses of the module (e.g. language practice modules), the examiner listed in KLIPS 2.0 may not necessarily be one of your actual lecturers!

IMPORTANT: If you are unsure in which course you need to take the module exam, please check the module guide or get in touch with philfak-incomings@uni-koeln.de before registering for an exam!
5) Once you have found the line with the correct examiner and exam date, click on the “P Register” button on the right:

6) Check once again all details – especially whether you are registering in the correct module (change the module context if necessary by clicking on “Select in Tree”) – and confirm your registration by clicking on “P Register”:

NOTE: If KLIPS 2.0 does not let you “register” at this point and only allows to “de-register” or “re-register”, this means that you already signed up for a module exam in the current module!
You can only sign up for one exam per module!
7) To view all exams, you have signed up for, go to your KLIPS 2.0 business card and click on “Exam registration”:

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8) In the “My exams” tab, you can also deregister from exams if needed:

- **Important**: You can only deregister from exams as long as the exam registration window is open!