



**Pre Scheduled Exams
for Exchange Students
Faculty of Economics and Business**

Pre-scheduled Exams

Faculty of Economics and Business

How to register:

1. Fill the regular Exam Registration Form and send it to pruefungsamt@wiwi.uni-frankfurt.de in due time
2. Fill in Approval Form -> collect signatures from:
 - a) Your HOME university
 - b) your professor
 - c) yourself
3. Send the Approval Form to pruefungsamt@wiwi.uni-frankfurt.de = Registration for regular exam will change to pre-scheduled exam
4. Arrange pre-scheduled exam details (date and time) with professor
5. Grading via exam certificate (filled in by professor) handed in to pruefungsamt@wiwi.uni-frankfurt.de

ONLY POSSIBLE, if you have to leave Frankfurt before the Exam date AND the respective professor in Frankfurt agrees PRE-SCHEDULED EXAMS replace the regular exam!

Example of Approval Pre Scheduled exam form

Faculty of Economics and Business

1.

Goethe University
Faculty of Economics and Business



Registration Form for Exchange Students only for exams at the Faculty of Economics and Business

Please send the completed and signed form via e-mail (pruefungsamt@wiwi.uni-frankfurt.de) with subject "Student ID, registration exchange student" to the Examination Office of the Faculty of Economics and Business within the respective registration deadline.

For individual deadlines, please see the course list provided.

We strongly recommend choosing courses without a limited number of participants, because these courses are available for sure.

An availability of courses with limited number of participants is not sure and you are allowed to choose three courses with limited number of participants at most. You will receive notification to your e-mail one week after the deadline, if such a course on your registration list is not available.

Family Name, First Name:

Student ID Goethe University:

E-Mail Address:

With my signature, I register for the following examination at the Faculty of Economics and Business:

Exam ID	Course Code	Course Title	Examiner	Limited Number of Participants

2.

Goethe University
Faculty of Economics and Business



Approval for Prescheduled Examinations

Family Name, First Name:

Student ID Goethe University:

E-Mail Address:

Home Institution:

1. Confirmation Home Institution

Lecture Period in Frankfurt: 14.10.2024 – 14.02.2025

Examination Period in Frankfurt: 17.02.2024 – 28.02.2025

With my signature, I confirm that the above-mentioned student cannot attend the examination(s) as scheduled, because the semester at our institution starts before the scheduled examination date(s) in Frankfurt and the student has to leave earlier because attendance at the home institution is compulsory at the semester beginning.

Because of this situation, the student leaves Frankfurt on

Date: Responsible Person's Name and Signature:

2. Confirmation Examiner

With my signature, I confirm that I approved to offer a prescheduled exam for the student named above. I will arrange details with the student.

Exam ID	Course Code	Course Title	Examiner	Examiner's Signature

