INFORMATION SHEET FOR INCOMINGS

How to enroll in an attendance list:

- It is obligatory to participate in the first session of a seminar because the lecturer will hand out the attendance list:

- In the header of the attendance list you will see the title of the lecture, the name of the teacher, the module of the lecture and the term

- Make sure that you sign into the right list -> you are enrolled as full time (Vollzeit), first semester with PO 2015*

- Sign in with your matriculation number, your name, the date and your signature

- Attendance is not mandatory (check with your teacher for special attendance regulations) but you will have to be there for your examinations e.g. presentations, tests or oral exams
  - If you can’t attend for your examination please inform your lecturer and figure out if you can perform on another day
  - If you don’t want to participate in the seminar anymore you can sign out with a short written letter

- The seminars that you pick should be relevant for your module, sometimes a module contains only one seminar, make sure that you don’t pick two seminars for a module that you only need one for (this is especially important for students staying more than one semester)
  Components of the modules:
  - A 1 contains A 1.1 and A 1.2
  - A 2 contains A 2.1 and A 2.2
  - A 3 contains A 3.1
  - A 4 contains A 4.1 and A 4.2
  - A 5 contains A 5.1 and A 5.2

If you need help with anything please feel free to contact us anytime:
international.sozkult@hs-duesseldorf.de

*PO 2015 is the examination regulation that is relevant for you