



## 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:

<b>Prüfungsverzeichnis</b>			
Seminarartitel: "title of lecture"			
Hochschule Düsseldorf			
Prüferin/Prüfer: "name of teacher"			
Studiengang: BA Sozialarbeit/Sozialpädagogik			
Prüfung: "Ax.x"		Semester: "term"	
Vollzeit / Teilzeit (nicht zutreffendes streichen)			
PO: 2015			
LfdNr.	MtkNr.	Name	Datum, Unterschrift
"matriculation number"		"your name"	"date, your signature"

- 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 A1.2
- 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](mailto:international.sozkult@hs-duesseldorf.de)

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