# Tips and tricks for easy exam registration
## (Graduate School)

Here you will find the most important information to help you to get started with the administrative process for studying and taking exams.

*MyStudy* and *myCampus* are the most important applications for teaching and examination processes at Leuphana.



https://mystudy.leuphana.de
Here you find:
- Information on modules and courses
- Registration for courses
- Timetable
- Teaching materials etc.



https://mycampus.leuphana.de
Here you can:
- manage study and master data
- register for exams
- view exam results
- upload your bachelor's/master's thesis, etc.

*MyCampus* shows the curriculum for each degree program. You can find the modules for **complementary studies**, **all subject-specific compulsory** and **elective modules** as well as **any additional work** for which you have to register if you want to take an exam.

Each registration for an event or examination must be made with the correct reference to your studies (study plan context).

After registering on myCampus, click on the application "**Exam Dates**". Click on "**All Exams**" in the top of the left corner. Use the filter to find the exam you want to register for.
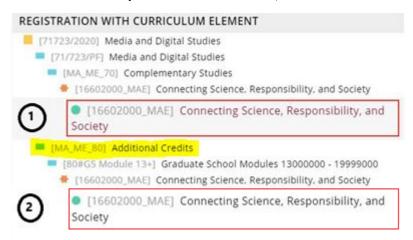
Click on the button **"Go to exam registration"** on the right.



When you register for an exam, if you click on the drop-down menu labeled **"Choose sub-programme"** you will be offered the following options:

- Register the module in your curriculum (**1**) or
- Register as an additional work and additional credits (don't count for the curriculum) (**2**).

If you want to register an examination in **your curriculum** (**1**), select the module name with the dot in the middle section of the menu. If you have an **additional work**, click on the last line (**2**) accordingly.



**Please** select the option in the **"Additional credits"** only if you actually want to take the exam as an additional work rsp. credits and not as part of your regular studies (curriculum)!

**If you have any questions about your studies and exams, please feel free to contact us by email at studierendenservice@leuphana.de or visit us in person during office hours:**
www.leuphana.de/college-studierendenservice.html

Questions regarding registration with the Leuphana Account will be answered by the IT tutors:
it-tutor@leuphana.de orthe technical support team at myCampus@leuphana.de.

Please also note the detailed explanations on the myCampus instruction pages at: https://anleitungen-mycampus.leuphana.de

We wish you a good start to the semester and every success!

Your Student Services