

Information on exam registration with SLcM/CMS

For students in the MA KnowCom: the examination regulations 2025 = Start of studies from winter semester 2025/26

This guide provides information on how to register for and de-register from examinations. *Please read carefully!*

Registering for examinations is important because only then can you successfully pass courses and receive a grade. The **registration period** is set by the university administration. You can view the registration period for the current semester on the [website of the Examination Office I](#) under “Central electronic registration phase“. If you miss the registration period, our department will not be able to help you, as the Examinations Office is very strict when it comes to meeting deadlines.

If later you decide NOT to take the **exam**, you must **de-register** from it. This is the only way **to prevent a “fail”** (= 5.0). De-registering from exams is also possible up to a fixed deadline. You can find information on this on the above-mentioned page. After this deadline, **withdrawing from exams** is only possible for a “valid reason” (e.g., due to illness with a doctor’s note or overlapping examination dates). You can find more information on how to withdraw from exams on the IfK website under “[News for the semester](#)”.

But how do you register for examinations and de-register from them? You have to register in the [SLcM service portal](#), where your degree programme is managed.

If you are studying in your first semester, proceed as follows:

1. The first step is to **book your participation for your courses**. To do this, go to “[Online course catalogue](#)”. You will be taken directly to “My studies” and will see the structure for the individual modules of your degree programme (click on them if necessary). Select a module where you are attending a course, then click on “Details,” then in the following overview on “Courses”. You will now see all the courses in this module. Now book for your course by clicking on “Book” under “Participation”. Repeat this process for the other modules until you have booked your participation for all the courses you need this semester. To return to the original course structure to select the next module, you can click on the “Back arrow” at the top left. By the way: by booking the courses, you are credited for your participation (1 LP [credit point] per course with 2 SWS [hours of instruction per week]).
2. Stay in the “[Online course catalogue](#)” under “My studies”. In the module structure, select a module again where you want to attend a course and **register for an examination**. Click on “Details” and in the following overview on “Examinations and grades”. You will now see all courses from this module. “Booked” should be written under “Status” of *your* course. In your course, click on “Register” next to “Registration for an examination” and confirm the information in the pop-up window. You are then registered for the exam. If you see an option to de-register from the exam next to the course, this means that you have successfully registered. Repeat this process for the other modules until you have registered for all your course exams.

From the second semester onwards, proceed as follows:

You booked your participation in your courses during the seminar allocation process before the start of the semester. This is also how you received the credit points for your participation (1 LP [credit point] per course with 2 SWS [hours of instruction per week]).

To register for exams in these seminars, go to “Online course catalogue”. You will be taken directly to “My studies” and will now see the module structure for the individual modules of your degree program (you may need to click on it). Select a module from the module structure in which you want to attend a course and **register for an examination**. Click on “Details” and in the following overview on “Examinations and grades”. You will now see all courses from this module. You can recognize your course by the fact that “Booked” is noted under “Status.” Under "Registration for an examination" in the exam section, click “Register” and confirm the information in the pop-up window. You are now registered for the exam, which you can tell by the fact that you now have the option to deregister from both. Repeat this process for the other modules until you have registered for all your courses and exams. To return to the structure tree and select the next module, click on the “Back” arrow at the top left.

In the following **table** you will find detailed information on each individual module and the examination number with which you must register.

If you have any questions or problems, please contact your designated case worker in the examination office. You can find the designated case workers, sorted by the students’ last names, on the website of examination office I under [Team](#) by scrolling down to “English-speaking and international (cooperative) degree programmes” for the MA programmes. Contact them via email, ideally with your matriculation number and a screenshot that shows your problem (e.g., an error message). Optimally, you do this early during the registration period so there is enough time to find solutions.

PL (Prüfungsleistung) = degree-relevant examination

SL (Studienleistung) = required coursework

Module	Course type	LP (Credits)	Weight in module grade	Examination number SLcM
M1: Concepts in Knowledge and Science Communication	I Introduction to Knowledge and Science Communication, PL and SL	5	50%	MAF502511P01
	II Knowledge Production & Society, PL and SL	5	50%	MAF502511P02
Courses in this module are only offered in the winter semester.				
M2: Quantitative and Qualitative Methods of Empirical Research	Multivariate Analysis, PL and SL	5	50%	MAF502512P01
	Special Research Methods and Methodology, PL and SL	5	50%	MAF502512P02
Courses in this module are only offered in the winter semester.				
M3: Knowledge Transfer	Knowledge Transfer, PL and SL	5	100%	MAF502513P01
Courses in this module are only offered in the winter semester.				
M4: Research Module Knowledge and Communication	Research Seminar Knowledge and Communication, PL and SL	20	100%	MAF502514P01
Courses in this module are only offered in the summer semester. The course lasts two semesters, but you book PL and SL in the summer semester.				
M5: Computational Communication Science	Seminar I “Computational Communication Science”, PL and SL	10	100%	MAF502515010
	Seminar II “Computational Communication Science”, PL and SL			
Courses in this module are only offered in the summer semester. You must attend both courses and register for a final module examination with the no. MAF502515010.				
M6: Specific Aspects of Knowledge Communication I	Specific Aspects of Knowledge Communication I, PL and SL	5	100%	MAF502516P01
Courses in this module are only offered in the summer semester.				
M7: Processing and Presenting Knowledge	Processing and Presenting Knowledge, PL and SL	5	100%	MAF502517P01
Courses in this module are only offered in the winter semester.				

M8: Knowledge and Information Use, Effects and Consequences	Knowledge and Information Use, Effects and Consequences PL and SL	5	100%	MAF502518P01
Courses in this module are only offered in the winter semester.				
M9: Specific Aspects of Knowledge Communication II	Specific Aspects of Knowledge Communication II, PL and SL	5	100%	MAF502519P01
Courses in this module are only offered in the winter semester.				
M10: M.A. Module	Further information will be communicated in due time.			