

Step-by-Step Instructions on how to Withdraw from an Exam

I. Go to: Portal²

Before registering for or withdrawing from an exam you first need to log in to Portal² (Log in with the username and password you received from the University Computing Center) Link: <u>https://portal2.uni-</u>

mannheim.de/portal2/pages/cs/sys/portal/hisinoneStartPage.faces?chco=y

II. Exam registration and withdrawal

OF MANNHEIM	PORTAL ² search	menu						
	Stu	ident Fakultät für Rechtswissenso	chaft und Volkswirtschaftslehre mi	den Abteilungen Rechtswissensch	aft und Volksw 🤰		10:	28 🗗
Home	My Studies	Studying	My services	Organisation	User Manuals	Bookmarks		0
Exams and exam results								
Exam registration My exams Academic records Unofficial Transcript of Grades								4
			HISinOne				🔀 English	•

Click on"My Studies" to get to "Exams and exam results",

then click on *"Exam registration"*. Read the information carefully and check the relevant box:

		Stu	ident Fakultät für Rechtswissenschaft	und Volkswirtschaftslehre mi	: den Abteilungen Rechtswissenschal	ft und Volksw 🧏		10	27
	Home	My Studies	Studying	My services	Organisation	User Manuals	Bookmarks		
ns and exa	am results								
exam under	the link "My exams".	prodoo ronom ano <u>mm</u> . The exam (ooro io abaany paonorioa aoo					
Withdrawal	/ De-registration from Exam	ination due to Valid Reasons							
The following	- Link will provide you with info	ormation on withdrawing and de-re	nistration due to valid reasons (e. g.	illness). If you have to de-re	dister from an examination due to i	liness please submit a medical	certificate and the form "An	dication for	
de-registratio	on from an exam for Valid Rea	asons" to the Student Services.	gistration due to valid reducins (e. g.	initiality, in you have to do re	gister from an examination due to r	inoss, picaso sasini a nicalcar	contractio and the form ye	ALCOLUTION ION	
Examination	n results and re-sit exams								
For your exa	mination results, please refer	to the link "Academic records".							
Please pote	that the onlines to so sit an ex	ram are limited in all degree course	e. If you did not page an ovam in yo	our last option to ro sit, the b	scholor's master's or dislom ovami	nation is considered failed with	no option to ra cit. Ploaco fi	lle be	
information o	on re-sit exams in the <u>examina</u>	ation regulations of your degree cours	ourse.	our last option to re-sit, the b	achelor 5, master 5 of diplom exami	nation is considered failed with	no option to re-sit. Piease ii		
						1			
		[]			
		i h ex	ave read the information and wish	h to register for F	lease check				
		l h ex	ave read the information and wisi ams.	h to register for F	lease check Next				
		i h ex	ave read the information and wisi ams.	h to register for F	lease check Next				
		in ex	ave read the information and wist ans. Back t	h to register for F	lease check Next				
		i h ex	ave read the information and wish ams. Back t	h to register for F	lease check Next				

REKTORAT Dezemat 11 Studienangelegenheiten



III. Selecting the relevant exam

After selecting the respective program and module, you now have to select the exam you would like to withdraw from.

		Stu	dent Fakultät für Rechtswissensi	haft und Volkswirtschaftslehre mi	t den Abteilungen Rechtswissensch	aft und Volksw 🧏		10	30
	Home	My Studies	Studying	My services	Organisation	User Manuals	Bookmarks		
s and exa	am results								
Please choose Bach	ation for exams se your exam from the menu lelor Business Law 2014 tate Exam Law 2011	given below.							
0 0 0 0 0	duli 1200 Core Course Advaa 1230 Preliminary examir 1240 Core Course Advaa 1250 Preliminary examir © Core Course for Beg Date: 24.11.2017, Ro © Core Course for Beg 1260 Core Course Advaa 4140 Labour Law	nced Level: Civil Law nation nation ginners: Public Law Exam 3 (ound: 01, Examiner: Miller-Ter ginners: Public Law (paper) (nced Lavel: Public Law	k: 12070 Semester/Round: 20172/0 pitz, Raif k: 12050 Semester/Round: 20172/0	1 Duration: 180 min. Exam type: writ 2 Duration: min. Exam type: term pag	en exam) <u>wilhdraw</u> ee]				
G G G G Key to the s	1200 Core Course Advai 1200 Preliminary examin 1230 Preliminary examin © Core Course for Beg Date: 24.11.2017, Rc © Date: 24.11.2017, Rc 1260 Core Course for Beg 1260 Core Course Advait 1260 Core Course Advait	Inced Level: Civil Law nation Inced Level: Criminal Law Inners: Public Law Exam 3 (Jourd: 01, Examiner: Muller-Ter Jinners: Public Law (paper) () Inced Level: Public Law	k: 1201 Semester/Round, 20172/0 pitz, Raif k: 1205 Semester/Round, 20172/0	1 Duration 190 min, Exam type - wrt 2 Duration: min, Exam type 1 term pap Back to exams and exam results	en exam) <u>wilhdraw</u> er]				
C C C C C C C C C C C C C C C C C C C	ddul 1200 Core Course Advar 1230 Preliminary exami- 1240 Core Course Advar 1250 Preliminary exami- © Core Course for Beg Date: 24.11.2017, Rc © Core Course for Beg Date: 24.11.2017, Rc © Core Course for Beg 1260 Core Course Advar 4140 Labour Law	inced Level: Civil Law nation inced Level: Criminal Law nation Jinnera: Public Law Exam 3 ∥ jund: 01, Examiner: Müller-Ter jinnera: Public Law (paper) ∥ inced Level: Public Law	L: 12070 SemesterRound 201720 pitz, Raif E: 12050 SemesterRound 201720	1 (Duration: 190 min. Exam type: writ 2 (Duration: min. Exam type: term pag Back to exams and exam results	en exan) <u>withdraw</u> erj				-

If you have registered for an exam and the <u>withdrawal period</u> has not yet expired, you can see a *"withdraw"* link (red) next to it.

By clicking on this link, you are withdrawing from the exam.

Please note: If you have withdrawn from an exam, you will NOT be automatically registered for the alternate exam date or the next possible exam date. You need to register for this exam again when you are ready to take it. The exam you withdrew from does not count as an examination attempt and it will not be graded.

If there is no "withdraw" link next to the exam in Portal² or the note "Mandatory registration.
Withdrawal not possible!" you are not or no longer able to withdraw from this examination.
→ In case you have any questions, please contact your advisor at <u>Student Services I</u> or <u>Student Services II</u>.