

# How to register for exams online – Exchange students

## Content

|   |   |
|---|---|
| How to login to PRIMUSS .....   | 1 |
| How to open the exam registration area .....  | 1 |
| How to select Courses .....   | 2 |
| a. Courses offered in your study programme (in German or in English but not listed as Courses in English) ..... | 2 |
| b. Courses in English (listed on the Courses in English website and flyer) .....                                | 4 |
| c. Courses offered from department 13 – General studies (e.g. German language courses) .....                    | 4 |
| d. Courses from other study programmes (in German or in English but not listed as Courses in English) .....     | 5 |
| How to cancel a Course and print the registration overview .....  | 5 |
| FAQs .....  | 6 |

## How to login to PRIMUSS

1. To register for exams online you need to login to PRIMUSS. To get to the PRIMUSS website open the following link:  
<https://www3.primuss.de/cgi-bin/login/index.pl?FH=fhm>
2. You can change the language by clicking “English version”.
3. Enter your HM-account data to login to the system
4. If you experience any problems with the login process please try using a different browser. Login works best if you use Mozilla Firefox.

## How to open the exam registration area

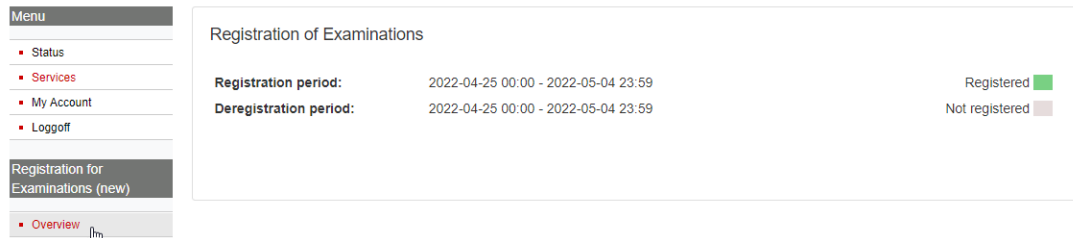
5. Click on “Services” on the left after you are logged in to the PRIMUSS system.

The screenshot shows the PRIMUSS system interface. On the left, there is a menu with options: Status, Services (highlighted with a red box), and Logg off. The main content area displays a dropdown menu for course selection, currently set to 'Intercultural Communication and Cooperation - Master'. Below this, it shows 'Here displayed course of study: Intercultural Communication and Cooperation - Master' with a green 'enrolled' status. The 'Overview' section contains a table with the following data:

| Dates:              |                             |
|---------------------|-----------------------------|
| Exam registration:  | 28/04/14 - 12/05/14         |
| Re-registration:    | 01/07/14 - 31/07/14         |
| Lectures end:       | 10/07/14 (Summer Term 2014) |
| Examination period: | 11/07/14 - 26/07/14         |

Below the table, under 'Your studies:', the status is shown as 'You are enrolled'.

6. Scroll to the bottom of the new page to “Registration for Examinations” and click on “Continue with Registration for Examinations”.
7. The “registration for Examinations” page will be opened.



## How to select Courses

8. There are different lists from which you can choose your subjects:
  - a. Courses offered in your study programme (in German or in English but not listed as Courses in English)
  - b. Courses in English (listed on the Courses in English website and flyer)
  - c. Courses offered from department 13 – General studies (e.g. German language courses)
  - d. Courses from other study programmes (in German or in English but not listed as Courses in English)

### a. Courses offered in your study programme (in German or in English but not listed as Courses in English)

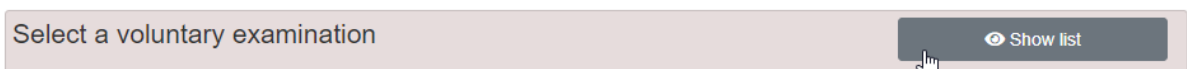
Make sure that you know in which study programme you are enrolled in.

- Where can you find that?

Get your “Zulassungsbescheid” from the Orientation Days. On this sheet you can find the information in which study programme you are enrolled in.

To choose Courses from the study programme you are enrolled in, click on the “Show list” after **Voluntary examinations**

### Voluntary examinations

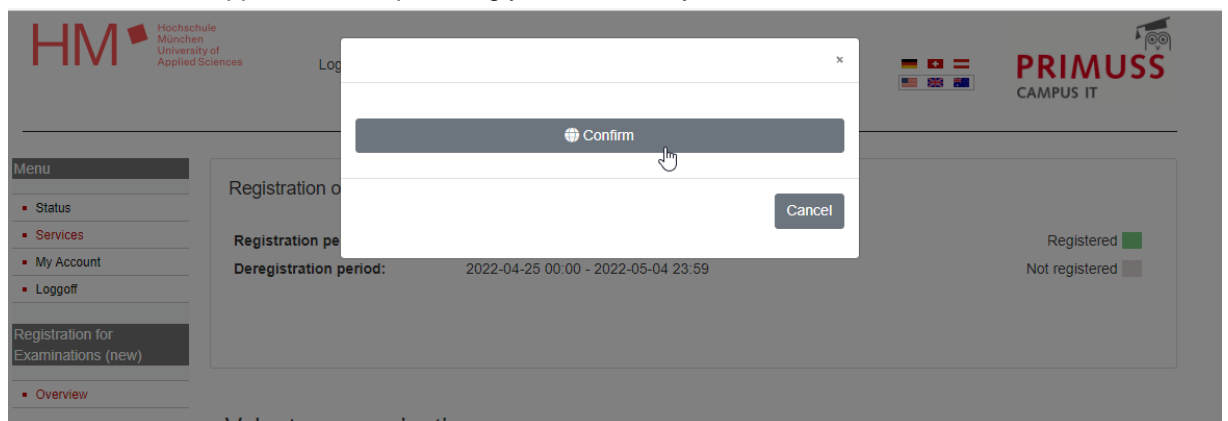


A list with all programmes offered at HM will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the “Show List” button to choose your programme and do the same with the list of courses that follow. There you can register your courses. (Example: Aerospace Engineering - Bachelor):

## Voluntary examinations

|  |       |                       |
|--|-------|-----------------------|
| - Bachelor   |       | Show list             |
| - Zertifikat   |       | Show list             |
| Advanced Design - Master   |       | Show list             |
| Advanced Nursing Practice - Master                                     |       | Show list             |
| Aerospace Engineering - Bachelor                                       |       | Show list             |
| <b>Advanced Mechanics of Materials</b><br>(Hobrack / 719)              | Infos | Register for the exam |
| <b>Advanced course in Aerospace Engineering</b><br>(Kniesner B. / 621) | Infos | Register for the exam |
| <b>Aerodynamics</b><br>(Kniesner B./Ketterl/Ehrmayr / 116)             | Infos | Register for the exam |
| <b>Aerospace Components I</b><br>(Spertl G. / 041)                     | Infos | Register for the exam |
| <b>Aerospace Components II</b><br>(Rohnen A. / 096)                    | Infos | Register for the exam |
| <b>Aerospace Components II</b><br>(Pietras M. / 097)                   | Infos | Register for the exam |
| <b>Aerospace Flight Mechanics</b><br>(Ossmann/Kaiser Cl. / 152)        | Infos | Register for the exam |

A small window will appear at the top, asking you to confirm your selection.



The Course you have chosen will be activated (green) and you can select more courses by opening the next list button (in the line underneath the activated green course).

## Voluntary examinations

|   |  |   |
|---|--|---|
| Advanced course in<br>Aerospace Engineering<br><small>(Kniesner B. / 621)</small> | Registered for the (presence) exam       | <input type="button" value="Deregister from exam"/> |
| Select a voluntary examination  | <input type="button" value="Show list"/> |   |

### b. Courses in English (listed on the Courses in English website and flyer)

Again, click to select a voluntary examination. A list with all study programmes offered at HM will appear, sorted by alphabet. Scroll through the list to find “Courses in English – Zertifikat”. Click on the “Show list” button next to it to open the list with Courses in English.

|   |  |
|---|--|
| Computational Engineering -<br>Master             | <input type="button" value="Show list"/> |
| Computer Science - Bachelor                       | <input type="button" value="Show list"/> |
| Computer Science - Master                         | <input type="button" value="Show list"/> |
| Courses in English - Zertifikat                   | <input type="button" value="Show list"/> |
| Data Science & Scientific<br>Computing - Bachelor | <input type="button" value="Show list"/> |
| Design - Bachelor                                 | <input type="button" value="Show list"/> |

A list with all Courses in English offered will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the “Register for the exam” button next to the course to choose and register this exam.

**Please note:** Courses in English offered by department 13 – General studies are not listed under Courses in English but under Allgemeinwissenschaften. How to find them is explained under c. Courses offered from department 13 – General studies (e.g. German language courses)

### c. Courses offered from department 13 – General studies (e.g. German language courses, preparatory German language course ... )

To choose Courses from department 13 – General Studies, click on the “Show list” button after **Voluntary examinations**.

A list with all study programmes offered at HM will appear, sorted by alphabet. Scroll through the list to find “General Studies”. Click on “Show list” next to the course.

|  |           |
|--|-----------|
| General Civil Engineering - Master       | Show list |
| General Studies (Fakultät 13)            | Show list |
| Geoinformatics and Navigation - Bachelor | Show list |

A list with all Courses offered in department 13 – General Studies will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the “Register for the exam” button next to the course to choose and register this exam.

The Course you have chosen will be activated (green) and you can select more courses by opening the “Show list” list button (in the line underneath the activated green course).

#### d. Courses from other study programmes (in German or in English but not listed as Courses in English)

To choose Courses from any other study programme offered at HM, click on the “Show list” button after **Voluntary examinations**

A list with all study programmes offered at HM will appear, sorted by alphabet. Scroll through the list to find the study programme you want to select courses from. Click on the “Show list” button in next to the course to open the list with all Courses from the Study programme

A list with all Courses offered in this study programme will appear, sorted by alphabet. Scroll through the list to find your Course(s). Click on the “Register for the exam” button next to the course to choose and register this exam.

### Cancellation of a Course and print application

- If you want to cancel the exam registration of a course, click on the “Deregister from exam” button in front of the activated green course.

#### Voluntary examinations

Advanced course in Aerospace Engineering (Kniesner B. / 621) Registered for the (presence) exam Deregister from exam

Select a voluntary examination Show list

- PDF of registrations on the left means, you can print a PDF with the courses you have selected. This paper is for your own records.

Registration for Examinations (new)

- Overview
- PDF of Registrations

## FAQs

### > I registered for the wrong course. How can I change it?

You don't have to take the exam you registered for. It will not be listed in your Transcript of Records, if you don't take the exam. But you can delete the course if it is still exam registration period.

### > Do I have to take all exams I registered for?

No, you don't have to. If you don't want to take an exam don't show up at exam date. The exam will not be listed in your Transcript of Records. Please inform your lecturer about this as well.

### > My course doesn't have an exam. I have to hand in an essay, project, presentation ...? Do I still need to register?

YES! Without registration, your grade will not appear on your transcript! Even if you don't have a final exam in one of your courses, but, for example, a project, you still need to register this course!

### > I can't find some courses on the online registration. Where can I find them?

First, check the How-to-register-information above and follow the instructions.

If you still don't find all the courses, contact your departmental coordinator or the International Office so we can help you find your course.

### > Can I repeat an exam in the next semester if I stay for two semester?

Yes, this is possible, if you failed the exam. Just register again for the exam in the next semester.

If you will not be staying for the next semester, you still can re-take the exam, but will have to do so only during next semester's exam period and will have to re-enroll, even though you may not be here next semester.

### > I am on the waiting list for a course. Can I register later for the exam?

No, this is not possible. Register now for the exam. If you won't be able to attend the classes because it's too full just don't show up at the exam. Please inform your lecturer about this as well.

### > I can find my course but there is another teacher listed in the online registration. How can I find my teacher?

Sometimes one Professor coordinates a course but some other teachers are helping him and they are teaching the subject, too. In this case, the course is just listed under the coordinating professor's name but the courses have the same content and it's only one exam. If you aren't sure if the course is the right one, ask your teacher which one is the correct course.

### > Where can I find the German Courses in the online registration form?

You can find them under the column "General Studies (Fakultät 13)" - you won't find them on the "Courses in English" list!

### > Do I need to register for the preparatory German language course (only offered in winter semester) although I have already written the exam before the semester started?

YES, if you want your grade of the preparatory German language course to appear on your Transcript of Records you have to register for this exam during exam registration.

### > Are also block courses or courses without an exam to be registered in order to appear on my transcript of records?

YES, absolutely. No appearance of any courses, block courses or pre-semester courses without registration! Even without official exams, the grades of project seminars etc. can only be included in the Transcript of Records with proper registration of the course. This also applies to block courses taking place during or after the exam period.

### > I don't have any courses to select. It says: "No course of studies available. Your list of selectable course of studies is empty."

Please contact us immediately via email!

### > I can't find the Courses from Department 13 – General Studies. Where are they?

Hochschule München – International Office

[international-office@hm.edu](mailto:international-office@hm.edu)

Courses from department 13 – General Studies can be found under “General Studies (Fakultät 13)”

**> Exam registration time is over and I forgot to register!?!**

We don't hope this question will come up. Please make sure to register during exam registration time. A new regulation prohibits registering for exams after the registration period. If you don't register during that time, you will not be able to take the exam at all.

**> Can I apply for extended exam time, if my condition asks for it?**

If you need more time for your exams and want to apply for compensation, you can do so. Please see the Services section in PRIMUSS (Applications and Messages > Select application/form > Examination > Reasonable Accommodation). However, you will need a confirmation from a doctor and you will need to apply for that by the end of the exam registration the latest.