

## How to Register for Exams at the Faculty of Law Fall Semester 2023

These steps are necessary for all students who want to take exams at the Faculty of Law.

Exam Period	This semester's exams will take place from <b>Wednesday, January 3, 2024 until Wednesday, January 31, 2024.</b>
Registration Deadlines for Exams	Exam Registration is open from <b>Monday, September 18, 2023 until Monday, November 6, 2023.</b>  The deadline for withdrawal from an exam ends on Friday, December 1, 2023.  <b>Students wishing to take an exam must strictly adhere to the registration and withdrawal deadlines. No late registrations will be accepted.</b>
Registration	Students must register for assessments on the KSL online system. In case of problems, please contact the responsible administrator <b>before the registration deadline ends:</b> <ul style="list-style-type: none"> <li>▪ <b>Bachelor's Degree Program</b> Melissa Ramseier, <a href="mailto:melissa.ramseier@unibe.ch">melissa.ramseier@unibe.ch</a></li> <li>▪ <b>Master's Degree Program</b> Petra Dasen, <a href="mailto:petra.dasen@unibe.ch">petra.dasen@unibe.ch</a></li> <li>▪ <b>Postgraduate Programs (DAS in Law / LL.M.)</b> Eva V. Laederach, <a href="mailto:eva.laederach@unibe.ch">eva.laederach@unibe.ch</a></li> </ul>
Requests	Requests for extension of the exam time and applications for testing accommodations must be submitted to the Dean's Office: <ul style="list-style-type: none"> <li>▪ <b>Bachelor / Master / Postgraduate</b> Sylvia Kilchenmann, <a href="mailto:sylvia.kilchenmann@unibe.ch">sylvia.kilchenmann@unibe.ch</a></li> </ul> <b>Deadline: Friday, December 1, 2023.</b>
<i>Extension Exam Time</i>	<b>Extension of the exam time (for written exams conducted German)</b>  Students who earned study certificates required for admission to the degree program in a language other than German <u>and</u> whose native language is not German, can formally request an extension of the exam time. Such requests must be submitted to the Dean's Office before the withdrawal deadline passes. If accepted, the extension results in adding extra minutes to the scheduled exam time.  Important: Students must submit a new formal request for additional exam time <b>each semester</b> (by using the form: <a href="#">Formal Request Extension of Examination Time</a> ).  Students from the Public Management and Policy program (PMP) cannot request an extension of their exam time due to the language.

*u*<sup>b</sup>

<i>Testing Accommodations</i>	Applications for <b>testing accommodations</b> are to be submitted in written form (letter/email) and have to be justified with an official proof (i.e. detailed medical report). Important: Students must submit a new formal request <b>each semester</b> .
Please note	<b>Notifications regarding exams (dates and time, rearrangements, room changes), as well as other important information, are sent to the students' email accounts. Students must check their student email accounts regularly.</b>