# How to Register for Exams at the Faculty of Law

## Fall Semester 2022

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

<table>
<thead>
<tr>
<th>Exam Period</th>
<th>This semester’s exams will take place from <strong>Tuesday, January 3, 2023</strong> until <strong>Tuesday, January 31, 2023</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Deadlines for Exams</td>
<td>Exam Registration is open from <strong>Monday, September 19, 2022</strong> until <strong>Monday, November 7, 2022</strong>.  The deadline for withdrawal from an exam ends on <strong>Friday, December 2, 2022</strong>.</td>
</tr>
<tr>
<td>Students wishing to take an exam must strictly adhere to the registration and withdrawal deadlines. No late registrations will be accepted.</td>
<td></td>
</tr>
</tbody>
</table>
| Registration | Students must register for assessments on the KSL online system.  
In case of problems, please contact the responsible administrator **before the registration deadline ends**:  
- **Bachelor's Degree Program**  
  Elisabeth Fehlmann, elisabeth.fehlmann@rwdek.unibe.ch  
- **Master’s Degree Program**  
  Petra Dasen, petra.dasen@rwdek.unibe.ch  
- **Postgraduate Programs (DAS in Law / LL.M.)**  
  Eva V. Laederach, eva.laederach@rwdek.unibe.ch |
| Extension of the Exam Time (for written exams conducted in the German Language) | Students who earned study certificates required for admission to the degree program in a language other than German and 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.  
- **Bachelor / Master / Postgraduate**  
  Sylvia Kilchenmann, sylvia.kilchenmann@rwdek.unibe.ch  
Deadline: **Friday, December 2, 2022**. Important: Students must submit a new formal request for additional exam time each semester (by using the form: [Formal Request Extension of Examination Time](#)).  
Students from the Public Management and Policy program (PMP) cannot request an extension of their exam time due to the language. |
| Please note | 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. |