

Luzern, 1. August 2018

Kultur- und Sozialwissenschaftliche Fakultät

Dean's Office

Information on extending the duration of examinations for non-native German speakers¹

Who can apply for an extension for German-language examinations

- Bachelor's students who graduated secondary school in another language than German.
- Foreign-language-speaking students who change courses or mobility students coming from non-German-speaking universities or colleges.

Students holding a German-language secondary school leaving qualification or a German-language degree are not entitled to apply for an extension.

Scope of extension

Students can apply for extensions for the following German-language examinations at the Faculty of Humanities and Social Sciences:

- Extension of 20 minutes for examinations on lecture courses ("Vorlesungen")
- Extension of 30 minutes for examinations relating to colloquium lectures ("Kolloquialvorlesungen")
- Extension of 60 minutes for written bachelor's and master's examinations

The examination for the 'Principles of multivariate statistics' colloquium lecture is excluded from the extension entitlement as it focuses on mathematical skills. Examination extensions are not permitted for other examinations, seminar papers as well as classes where the method of examination is 'active participation'.

Procedure to apply for extensions for examinations on lectures (Vorlesung & Kolloquialvorlesung)

1. The extension application must be submitted to the examination committee ("Prüfungsausschuss", a Faculty committee) using the following online form: www.unilu.ch/ksf-pruefungsdauer. Applications for the autumn semester must be submitted by **31 October**, applications for the spring semester by **31 March**.

¹ Upon request, the examination committee may extend the duration of lecture examinations and written final examinations if valid reasons are given, in particular where students' secondary school completion language is not German' (study and examination regulations for the Faculty of Humanities and Social Sciences at the University of Lucerne, section 33).

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Applications received after these dates will not be processed. **If you have multiple examinations within a semester, a separate application is required for each examination.**

2. If the application is accepted, the applicant, the examiner and the responsible department will receive confirmation that the extension of the duration for the relevant examination has been approved.
3. The examiner or department is responsible for organising the examination extension on site.

Procedure to apply for extensions for final examinations (written BA and MA examination)

1. Students need to submit the application for extension for written final examinations with the regular application documents for the BA or MA procedure. All regular deadlines for final examination procedures apply. Any applications submitted later will not be considered.
2. Approval or refusal of the examination extension request is issued with the admission letter.
3. The Dean's office is responsible for organising the examination extension.