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### Graduation Certificate

Students of the International Institute of Management IIM and European Studies EUS, who can prove that they have achieved all required examination results, may request their graduation certificate with the [online registration form](#).

Bachelor's degree students who are subject to the old Examination Regulations of 2007 have to make an [application](#) for a certificate to be issued.

You can get a certified copy of your diploma at the Presidium of the Europa-Universität Flensburg by Ms. Anke Feiler-Kramer.

### Change of Address

All important information issued by the University will be sent to the address that you provided to the student secretariat when your first applied to the University or when you first enrolled.

You are required to notify us without delay if your contact details change after enrollment. If any important information fails to reach you because you did not notify us of any changes to your contact details, the you are responsible for any resulting disadvantages.

There are several ways in which you can notify us of any changes to your contact details:

1. By contacting the student secretariat directly,
2. By changing the details in Studiport (this is only possible if you are already taking part in the electronic procedure for registering for examinations and have received your login information for Studi Port) or
3. By written a notification using the following [form](#).

If you can be contacted at more than one address, please let us know which of the addresses is to be your postal address.

### Bachelor/Master's thesis

The application for a topic must be made in writing, using the appropriate application form for

#### Examination rules 2012

- » [Bachelor International Management](#)
- » [Master International Management Studies](#)
- » [Master European Studies](#)

#### Examination rules 2016

- » [Bachelor European Cultures and Society](#)

#### Examination rules 2017

- » [Bachelor International Management](#)
- » Master International Management Studies

## Hints and tips for preparing final papers:

Bachelor or Master

### Notification of sickness

Should a student fall ill on the **day** of the exam and cannot write the exam, then he/she must hand in the form "[subsequent exam registration/subsequent de-registration from exams](#)" together with a medical certificate to SPA without delay. Without delay means no later than on the **day** of the exam.

The notification of sickness must be sent immediately by e-mail to [spa.iim@uni-flensburg.de](mailto:spa.iim@uni-flensburg.de), the original forms must then be sent by post within 3 **days**.

### Registering for examinations and lectures

Students must register for exams and for courses within the applicable deadline and as specified by the Service Centre for Examination Matters. Students usually register for exams at the same time as they register for courses. Students must register/de-register for exams no later than two weeks before the examination **date**. Students register for exams via the [Studiport](#).

It is not possible to register for an exam after the registration deadline has elapsed. The exam may then be taken at the next available examination **date**.

### Transcript of Records

The transcript of records can be printed out automatically within Studiport. Should you require a signed copy, you are welcome to drop in during our opening hours (Mon 13:30-15:30 and Wed 09:30-11.30).

Students who are subject of the old Examination Regulations of 2007 need to apply for a [Bachelor](#) transcript of records.

### Service Centre for Examination Matters (SPA)

Welcome to the Service Centre for Examination matters (SPA) at the International Institute of Management and Economic Education. Here you can find all important information for students regarding examination matters at the International Institute of Management and Economic Education (IIM) and for the program European Cultures and Society (EUCS):

- › B.A. International Management (IM)
- › B.A. European Cultures and Societys (EUCS)
- › M.A. European Studies (EUS)
- › M.A. International Management Studies (IMS)

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