

## Taking courses and examinations at the vhb (Bavarian Virtual University / BVU)

How do I proceed?

- Go to an introductory event (if offered) for your chosen subject and receive comprehensive information about what the course offers. It is also possible to attend a course without going to an introductory event.
- Registration with the vhb  
Register with the vhb on [www.vhb.org](http://www.vhb.org) with your [stud.fh-rosenheim.de](mailto:stud.fh-rosenheim.de) e-mail address ([john.doe@stud.fh-rosenheim.de](mailto:john.doe@stud.fh-rosenheim.de)) **or** register (if you have already completed a course).
- Course enrollment
  - Enroll for your corresponding course on [www.vhb.org](http://www.vhb.org).
- Examination enrollment
  - Online enrollment at the vhb ([www.vhb.org](http://www.vhb.org)) is mandatory, and is done via the enrollment button **or** via e-mail to the university which offers the course. (Exemption: examination enrollment for the course is not possible according to the website of the vhb)
  - **Additionally**, it is necessary to enroll online via the Rosenheim University of Applied Sciences' Community under vhb **or** via the Online-Service-Center. (See the column "examination enrollment" in the subsequent tables to find out which option applies.)
  - If the examination you require is not listed for enrollment in the Community nor in the Online-Service-Center, you need to obtain permission from the corresponding examination commission.

Please use the form "Enrollment for an elective subject from an external course of studies" for this purpose (at [www.fh-rosenheim.de/vhb.html](http://www.fh-rosenheim.de/vhb.html)) and hand it in at the examination office after authorization by the examination board in charge, within the above mentioned examination period.

**Please note:** This form is only available in German. Nevertheless, please use this document! The International Office can provide any help required.

- Please report to the University's examination office for examination enrollment after the examination enrollment period has expired with the above mentioned form and a fee for late enrollment of € 10.
- At the end of each term you will get a certificate of your vhb performance or you will see the grade in the Online-Service-Center.

Please note: the vhb examinations generally take place at the university which offers the course. Exemption: examinations for the vhb courses which you can download here in the brochure\*\*\* may, in most cases, also be taken at Rosenheim University of Applied Sciences. Please note that schedule conflicts might occur, which is why we recommend taking a max of two vhb examinations in one term.

**For further information please see:** [www.fh-rosenheim.de/vhb.html](http://www.fh-rosenheim.de/vhb.html)