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Exam regulations/registration

For international M.Sc. programs
Gloria Gessinger

Outline

- FAQs – Overview of the *Studiensekretariat*
- How to earn credits for a course/exam – *general guidelines*
- Exam scheduling
- Exam registration and withdrawal : *deadline and exam dates!*
- Module number, exam number and precourse/Vorleistung
- Retake
- Registration or cancellation does not work
- Master's Thesis regulations

FAQs



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FAQs

Exams - Frequently Asked Questions

Here you will find important information on examination-related aspects of your studies. You should read this carefully again, especially before the start of your examination period. If you have any questions about examinations in your study programme, please contact the staff of the Studiensekretariat (student administration and examinations office). We wish you an interesting and enjoyable time studying in Ulm!

The legal foundations for your studies are in particular:

- the Federal State Higher Education Act (Landeshochschulgesetz - LHG)
- the General Framework Rahmenordnung der Universität Ulm (RPO) under "Allgemein (Rahmenordnung)"
- the subject-specific study and examination regulations Fachspezifischen Studien- und Prüfungsordnungen (FSPO) of the respective programmes

Please also note:

- the module descriptions Modulbeschreibungen
- the study curricula Studienpläne

<https://www.uni-ulm.de/en/study/exam-administration/exams-and-modules-faq/>

For Students

Toggle

- ▼ What requirements do I have to fulfil to be able to register for an examination?
- ▼ When do exams take place?
- ▼ When do I have to register for an exam?
- ▼ What are open and closed examinations?
- ▼ How can I register for an exam?
- ▼ What happens if I do not appear for a registered examination?
- ▼ How can I withdraw from an exam?
- ▼ What is an orientation examination and by when do I have to pass it?
- ▼ How are grade improvement attempts registered?
- ▼ Can I take exams during a semester on leave of absence?
- ▼ What happens if I take more exams than I need?
- ▼ How do I register for the bachelor's/master's thesis?
- ▼ How and where do I have to hand in the bachelor's/master's thesis?
- ▼ What is special about examinations if I am studying human medicine or dentistry?

How to earn credits for a course/exam? - Registration

- Being in a moodle course **is not enough to obtain credits**
- Writing the exam **is not enough to obtain credits**
- You only obtain credits if you **register for an exam in the LSF portal / campusonline** and pass it.

„My Functions“ → „Administration of exams „ → „Apply for exams“

<https://campusonline.uni-ulm.de>

After registering for an exam please always **save the PDF** with all registered exams on your electronic device! Sometimes the system makes mistakes and you will need to proof, that you registered.

How to earn credits for a course/exam? - Dates

Written exams:

Exam dates are announced on the websites. Usually PDF is uploaded.

Oral exams:

Exam dates have to be individually organized with the examiner. Plan well!

See „exam planning“!

Best practice

- Sign up for your exams as soon as possible.
- Make sure you sign up for the correct exam and the correct examiner.
- Withdraw from any exam you are not taking as soon as possible.
- Withdraw from all oral exams before the end of the semester via e-Mail to Studiensekretariat@uni-ulm.de

How to earn credits for a course/exam? – Registration deadline

Registration for an exam has to be made at the latest **five days before** the exam date!!!

This is a rock-solid hard deadline! Late registrations are not possible.

Example:

Exam date: 21st February minus 5 days =

Registration date: 16th February until 23:59 pm

5 days

- Calculation is not affected by weekends or holidays.
- **Do not wait until the last moment to register for an exam**
- **Later registration is not possible!**

How to earn credits for a course/exam? – registration

What happens if I am not registered for a exam I am taking?

The exam will not be graded and you will not get credits.

Don't forget to sign up for exams!

How to earn credits for a course/exam? – withdrawal

- You may withdraw from examinations without giving a reason up to **1 day** before the examination.

Exam date: 21st February minus 1 day =

Registration date: 20th February until 23:59 pm

1 day

- You can withdraw from written exams in the LSF
- You can only withdraw from oral exams with variable examination date by e-mail to Studiensekretariat@uni-ulm.de
- **Withdrawal from oral exams is only possible until the last day of the semester!!**
- **Don't forget to withdraw from exams you are not taking!**

How to earn credits for a course/exam? – withdrawal

What happens if I do not appear for a registered examination?

If you do not appear for an exam for which you have registered for, the exam will be graded as "failed" (5,0).

Don't forget to withdraw from exams you are not taking!

How to earn credits for a course/exam? – sickness

If you are sick on the day of the exam **immediately** submit the “Formular für die Bescheinigung der Prüfungsunfähigkeit (medical certificate)” completed by a **doctor** to:

- Studiensekretariat@uni-ulm.de
- And your examiner!

If you write the exam although you are sick, you cannot withdraw from it afterwards.

What happens if I am sick on the day of the exam?

If I immediately hand in the medical certificate I can withdraw from the exam.

Don't forget to immediately contact your doctor!

Best keep a print out of the form at home for emergencies.



Medical certificate

https://www.uni-ulm.de/fileadmin/website_uni_ulm/studium/Studienorganisation/Pruefungsanmeldung/Formulare/formular_pruefungsunfaehigkeit_WEB_EN.pdf

Check FAQs:

<https://www.uni-ulm.de/en/study/examination/administration/exams-and-modules-faq/>

Attestation form regarding student's inability to attend an examination - medical certificate - Notice: Must be presented in the original!	
To be presented to Office of the registrar Ulm University 89069 Ulm for students of bachelor's or master's programmes and teacher training	To be presented to Office of the dean of studies of medicine and dentistry Meyerhoferstraße M28/TTU 89081 Ulm for students of medicine and dentistry
Explanatory note to physician: As per study and examination regulations of Ulm University, a student failing to appear at an examination, breaking it off or withdrawing from the examination for health reasons is liable to present proof of his or her illness immediately . For this purpose the student requires a medical certificate enabling the examiner to resolve the legal issue of whether the student is/was unable to attend the exam based on your information as a medical expert. Symptoms severely affecting the psychic and/or physical capabilities such as confinement to bed, fever, pain, medicine-induced impairment of cognitive abilities, etc. could be regarded as cases of inability to attend an examination. Normal ups and downs in a student's day-to-day constitution, exam-induced mental pressure or similar situations cannot be accepted as reasons for an inability to attend examinations. The judgement and attestation of symptoms lie within your responsibility as a medical expert. The resolution of the legal issue of whether the impairment of the student's health justifies his/her breaking off or withdrawal from the examination does, generally, not lie within a physician's responsibility. This is eventually to be solely decided by the examining body. Any impairment or inability to attend an examination has to be certified on the day of the exam at the latest. Certificates issued after the date of the exam cannot be accepted by any means.	
Name, Surname: <input type="text"/> Student ID No.: <input type="text"/> Degree: <input type="text"/> Study programme: <input type="text"/> Examination(s): <input type="text"/>	
Statement of the physician: Upon medical examination of the aforementioned patient I have found the following prevalent symptoms regarding the patient's inability to attend examinations: (Please list and/or describe the symptoms found)	
<div style="border: 1px solid black; height: 100px;"></div>	
The aforementioned patient is/was unable to attend the aforementioned exam(s) on _____ (Date) or _____ from _____ until _____ (period of time) due to the symptoms listed above and according to my medical expertise.	
<input type="button" value="Print form"/>	
Last updated: 05-12-2021 Date, signature and seal of physician's office	

How to earn credits for a course/exam?- take the exam

- You are registered and healthy? → take your exam.
- **Please bring your student ID and identification document to the exam.**
- After taking the exam.

Instructor enters result in the portal

Student checks the result (grade or passed/failed)

Exam inspection (if wished, in case of written exams)

After exam inspection, the results are finalised.

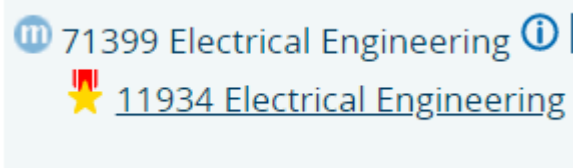
If your grade is not entered within a reasonable amount of time, please contact the examiner

Module number, exam number and precourse

- Always sign up for the correct exam.
- **Check: correct examiner? Exam date? Exam name? Exam number?**
- Whenever in doubt, **please ask your study coordinator!**

Module number, exam number and precourse

- Each course/module has two types of associated numbers: **module number** and **exam number**.
- The **module number** is giving info on the course content, the credits etc. You find it in the module overview and module handbook (starts with a 7). The exam number can be found in the module overview (starts with a 1).



Module number, exam number and precourse

- How to find the exam number?

Home | Logout | Ms. Gloria Gessinger | You are logged in as: euk02 | acting as: Department for Chemie

My Functions Courses Organizational units **Study** Facilities

You are here: Home → Study → Browse Module Descriptions

Browse Module Descriptions

Search in Modules

Module handbooks

Degree course scheme

Examination regulation

Hide menu

Hint: you are in **Winter 2023/24** and not in the term which

Module Descriptions

► Oberste Ebene ► Moduls for Degree: Master of Science

Please choose:

- Moduls for Degree: Master of Science
 - Courses of Studies:Advanced Materials
 - Courses of Studies:Advanced Oncology
 - Courses of Studies:Actuarial Science
 - Courses of Studies:Biochemistry
 - Courses of Studies:Biology
 - Courses of Studies:Biophysics**

Module number, exam number and precourse

- How to find the exam number?

Home | Logout | Ms. Gloria Gessinger | You are logged in as: euk02 | acting as: Department for

My Functions Courses Organizational units Study

You are here: Home → Study → Browse Module Descriptions

Browse Module Descriptions
Search in Modules
Module handbooks
Degree course scheme
Examination regulation
Hide menu

Hint: you are in **Winter 2023/24** and not in the te

Module Descriptions

› Oberste Ebene › Moduls for Degree: Master of Science › Courses of Studies:Biophysics › Examination regulations version: 2014 ›

Please choose:

- 74016 Biophysics Research Project ⓘ pdf 1
- ★ 14016 Biophysics Research Project

Module number starts with 7

Exam number starts with 1

Module number, exam number and precourse

- There may be more than one examination necessary for a module:
e.g. lab course and final exam.

75259 Biophysics: Fundamental Methods ⓘ pdf 1



[15259 Biophysics Fundamental Methods](#)



[15959 Biophysics Fundamental Methods \(Lab\)](#)

- Sometimes there is a **precourse (Vorleistung)**: e.g. class attendance, coursework, etc.
- First you register for the precourse (it has its own registration deadline!) and after it is approved, the registration for the final exam is available.

71502 Biophotonics ⓘ pdf 1



[12102 Biophotonics](#)



[12112 Biophotonics \(Precourse\)](#)

Exam period and exam retake

- In general two dates per semester are offered for each written exam:
 - **First examination period**
Last week of lecture period + three weeks
 - **Second Date - Exam period for retake exams:**
Last three weeks of the lecture free period and first week of lecture period of new semester
- **A passed exam cannot be repeated**
- **A failed exam can be repeated maximum twice (check FSPO), if you fail a third time you will not be able to continue studying. Solid-hard deadline. Pls contact me before this happens.**

Exam period and exam retake

- Please schedule your oral exams **within the examination periods** for your own convenience. Do not schedule exams during lecture period!
- **First examination period**
Last week of lecture period + three weeks
- **Second Date - Exam period for retake exams:**
Last three weeks of the lecture free period and first week of lecture period of new semester

Exam period and exam retake

- Positive example of successful exam planning

Course	CP	1 st date	2 nd date (retake)
Solar Energy conversion: Fundamentals (written)	3	11.02.2025 passed	
Introductory Biophysics (written)	6	19.02.2025 failed	03.04.2025 passed
Open Quantum Systems (written)	6	05.03.2024 failed	16.04.2025 passed
Advanced Seminar Quantum Engineering (oral)	3	30.03.2025 passed on 20 February	
Biophysics Lab – A (oral)	9	30.03.2025 passed on 15 March	
Energy Technology Laboratory II (lab reports)	4	30.03.2025 withdrawn	30.09.2025 Passed on 10 April

- Total ECTS passed: 31
- All exams in exam period
- All exams passed after second attempt
- Enough time to study in between exams

Planned holidays:
16 March – 30 March

Registration for an exam at the university portal doesn't work.

■ I cannot find the exam!

- Was the exam listed in the exams list for the current semester?
- Are you looking in the exact category/area?
- Send an email to your coordinator and studiensekretariat@uni-ulm.de to check if there is any known issue. **Don't wait too long.**

■ I can find the exam, but I get an error message!

- Does the exam have a precourse?
- Have you already completed all the credits for a certain area?
- Send an email to your coordinator and studiensekretariat@uni-ulm.de to check if there is any known issue. **Don't wait too long.**

Registration for an exam at the university portal doesn't work.

- The deadline for registration is close (i.e. a few hours), I still cannot register!
- Write **immediately** to studiensekretariat@uni-ulm.de
- **Provide the following information:**
 - First and last name of the exam candidate
 - Student ID number, study programme
 - Title and number of the exam, name of the examiner
 - Date of the exam
 - Name the problem

Master's Thesis

You have to register for the Master's Thesis!

Apply at the beginning of thesis, Deadline for submission: 6 Months
Check FSPO for application requirements!

- Biophysics
- Chemical Engineering
- Energy Science and Technology
- Quantum Engineering

How to register? Use the form „Application for Admission to Master's Thesis”

**Submit the form directly in the
Studiensekretariat**

- Chemical Engineering

**Submit the form to the Head of the
Examination Board, and after approval to the
Studiensekretariat**

- Biophysics, Quantum Engineering
- Energy Science and Technology

Summary

1. You have to register for an exam for **all courses** you want to earn credits for at the university portal (LSF), even if there is no "true" exam for a specific course.
2. A new registration is necessary if you want to attend a **retake exam**.
3. Registration of exams is possible until **5 days** before the date of the exam. Withdrawal until **1 day** before.
4. Bring your ID Card with you at the exam and an identity document.
5. All information are available on the websites and in your FSPO

Danke für Ihre Aufmerksamkeit.

Thank you for your attention.