

## INFORMATION LEAFLET FOR STUDENTS ON THE CHANGES TO THE REGISTRATION AND DE-REGISTRATION PROCESS FOR IN-SEMESTER EXAMINATIONS IN UNIVERSITY DEGREE PROGRAMS

An amendment to the General Examination Regulations (APO) will enter into force in the upcoming 2022/2023 winter semester. This also includes changes to the registration and de-registration process for in-semester examinations in university degree programs. These new processes do not apply to *Fachhochschule* (FH) degree programs.

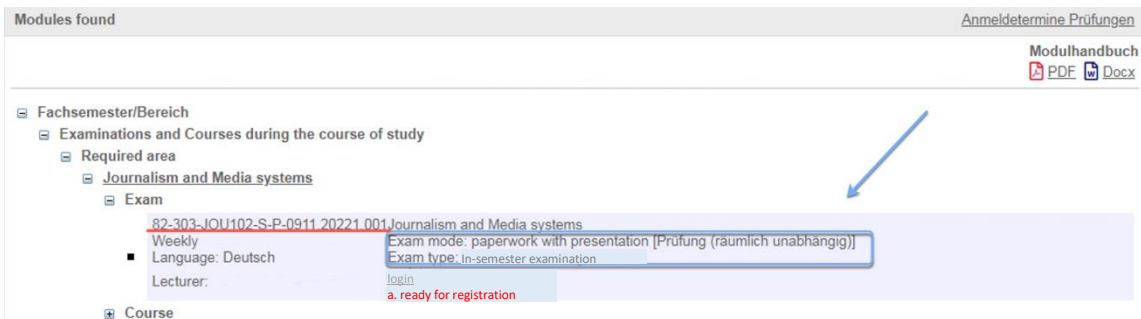
For *in-semester* examinations, the former registration process will be replaced by a login for the exam in KU.Campus from the winter semester onwards (if applicable in addition to direct binding registration with the examiner).

### Terminology:

- End-of-semester examinations are written examinations or oral examinations.
- In-semester examinations are all other types of examinations (e.g. presentation, portfolio, written assignment, etc.)

In order to check which examination type must be completed students can proceed as follows:

Students log on to KU.Campus. They access the student portal, go to “my degree program”, and then click on the relevant areas and modules with the respective examinations. Under “examination type”, students can see whether they have to complete an in-semester examination or an end-of-semester examination for the module.



The screenshot shows a navigation tree on the left with 'Exam' selected under 'Journalism and Media systems'. The main content area displays exam details for '82-303-JOU102-S-P-0911 20221.001 Journalism and Media systems'. A blue box highlights the 'Exam type: In-semester examination' field, with a blue arrow pointing to it from the right. Other visible details include 'Exam mode: paperwork with presentation [Prüfung (räumlich unabhängig)]', 'Language: Deutsch', and 'Lecturer: a. ready for registration'.

Depending on the type of examination, students either have to bindingly register (*anmelden*) for an *end-of-semester* examination or login (*registrieren*) for an *in-semester* examination.

- For *end-of-semester* examinations, there are no changes to the registration process effected on KU.Campus.
- For *in-semester* examinations, students only have to bindingly register with the examiner directly if he or she specifies these registration modalities. Irrespective thereof, students have to login for the exam on KU.Campus during the login period.

### Binding registration (*Anmeldung*) and/or login (*Registrierung*)?

A binding registration for an examination is connected to examination-law consequences. Online login, by contrast, does not have any effect on the examination itself. It is necessary to ensure that examiners can enter the grades in the system. For **in-semester** examinations, it might be necessary to submit a binding registration directly with the examiner **in addition to logging in** for the exam in KU.Campus, if the examiner has specified these registration modalities for the respective module examination.

- (Online) login:
  - Login for the exam is made in KU.Campus.
  - The duration of the login period, that starts already 14 days after the start of the course, is published by the Examinations Office in the schedule of dates.
  
- Binding registration:

Irrespective of the online login in KU.Campus, in some cases, a binding registration must be made with the examiner. Whether students need to submit a binding registration depends on the registration modalities specified by the examiner.

  - If the examiner does not specify any registration modalities, students are considered as registered when they take the examination. Taking the examination in this case means, e.g. holding the presentation or submitting the written assignment.
  - If the examiner specifies registration modalities for an exam, registration has to be made following the respective specifications.

Generally, students can look up the specific registration and de-registration modalities as stipulated by the examiner in KU.Campus on the page “detailed information about the course/exam” under “comments”.

[In order to access the page “detailed information about the course/exam”, students must click on the examination module number (underlined in red in the above image).]

Detailed information about the course / exam			
This course/examination is part of the module(s) listed below. Please check the relevant examination regulations to determine whether a module is classed as a compulsory, elective compulsory, or elective module in your degree program. The learning objectives are given in the module description, which can be viewed by clicking on the module number.			
Module number (link to module description)	Module title	Module coordinator	ECTS credits for module
<u>82-303-JOU102-H-0911</u>	Journalismus und Mediensysteme		5
Exam no.:	82-303-JOU102-S-P-0911.20221.001		
Exam title:	Journalism and Media systems		
Examiner:			
Exam type:	In-semester examination		
Exam mode:	Written assignment with presentation		
Comments:			

In addition to the information in KU.Campus, the examiner will also send information on possible specifications for registration by e-mail.

**PLEASE NOTE:** Online login for an examination in KU.Campus does not replace binding registration that might be required! If the examiner specifies a registration deadline and such deadline is not adhered to, the student has *not* entered an examination-law relationship despite logging in for the exam in KU.Campus.

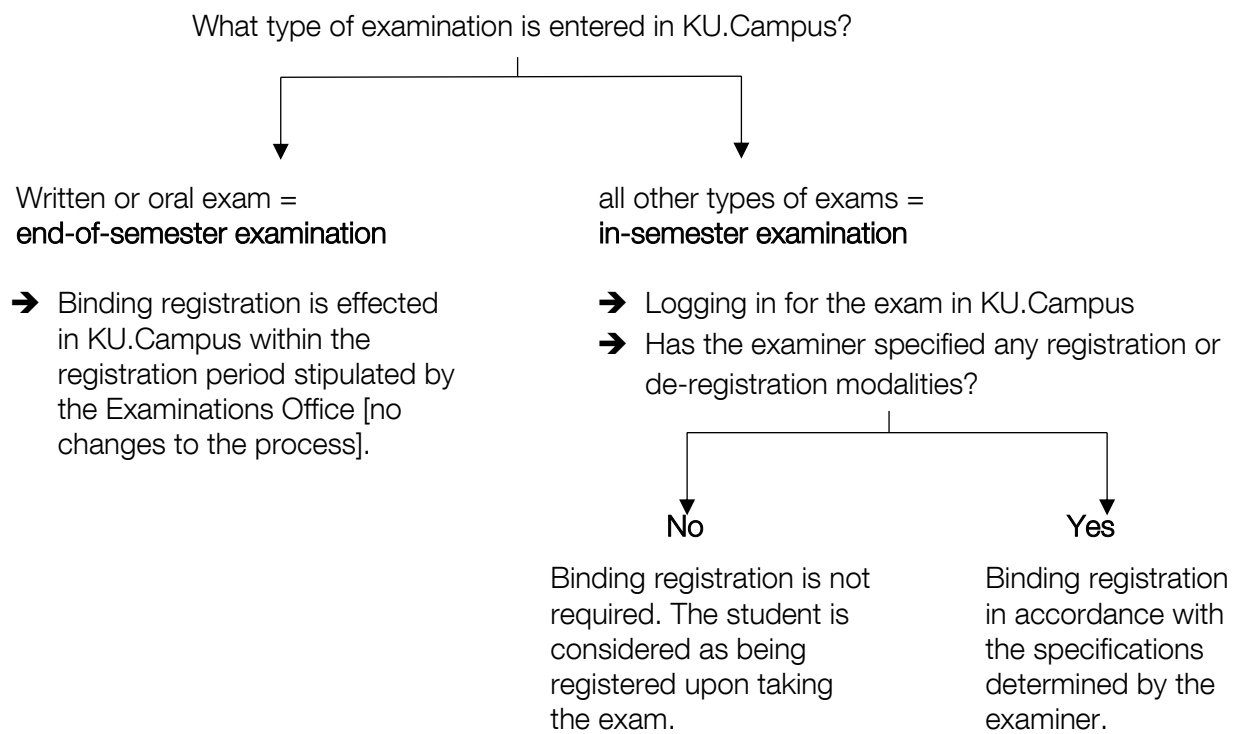
Examples for clarification:

- The examination that needs to be taken is a written examination.
  - The student registers for the written examination during the registration period using KU.Campus.
- The examination that needs to be taken is a presentation and the examiner does not specify any registration modalities.
  - The student logs in for the examination in KU.Campus and is considered as being registered upon holding the presentation.
- The examination that needs to be taken is a presentation and the examiner specifies that students need to put their names down on the examiner’s registration list. The examiner makes a note of this specification in KU.Campus under “comments”.
  - The student logs in for the examination in KU.Campus before the examination takes place and puts his or her name down on the respective registration list of the examiner. By putting their name down on the list, the students have bindingly registered for the examination.

Please note:

If a module examination consists of several partial examinations of different examination types (both in-semester and end-of-semester examinations, e.g. presentation and written examination), only the registration regulations for *end-of-semester* examinations shall apply. If all partial examinations are in-semester examinations that are taken within one semester, students must login for the (one) examination entry published in KU.Campus. In this case, logging in for the examination entry will be valid for both partial examinations.

Overview – How to proceed step-by-step:



If students have any questions regarding the changes to the registration and de-registration process for in-semester examinations, they can contact the Examinations Office at any time.