

Dates for registration or login for examinations and publication of grades in the 2023/2024 winter semester

Registration for examinations is effected in the student portal in KU.Campus: Login to KU.Campus with user ID and password => Registration via "My degree program", then go to module examinations of your degree program and register via "other modules" for module examinations that are not part of your degree program (e.g. freely elective area)

Changes to the General Examination Regulations (APO) will enter into force from the 2023/2024 winter semester onwards. These in particular also affect FH degree programs. The changes already in effect for university degree programs since the 22/23 winter semester regarding registration and de-registration modalities for in-semester examinations (login and registration regulations) now also apply to FH degree programs. Please also refer to the relevant information on the website of the Examinations Office.

Last updated Sept 2023

University degree programmes		Fachhochschule (FH) degree programs
without sports examinations	with sports examinations	
<p>Oct 30, 2023 – Jan 25, 2024</p> <p>Login period for in-semester examinations (e.g. seminars, written assignments, presentations, portfolios).</p> <p>Login for in-semester examinations Students must login for each in-semester exam via KU.Campus. Login for the examination must be effected at the latest by the point in time when taking the individual exam. Students are deemed to be bindingly registered when taking the examination, provided that the examiners have not stipulated and communicated any additional registration modalities (registration obligation)¹ for an in-semester examination.</p> <p>Jan 8, 2024 - Jan 22, 2024</p> <p>Registration period for the second regular examination period for end-of-semester examinations (oral examinations and/or written examinations at the end of the semester) De-registration for written final examinations can be made in KU.Campus up to 6 working days before the examination is taken. There are different de-registration regulations for final oral examinations depending on the type of examination.² If examinations are held before the registration period, a student shall be deemed to be registered for the examination when taking it. In this case, students must still effect technical registration afterwards during the above-mentioned registration period.</p> <p>special regulation applies to block courses³</p>	<p>Nov 13, 2023 – Dec 4, 2023</p> <p>Registration period for the first regular examination period for the sports examinations (all examinations - including written examinations - in the subject Sports) De-registration for written examinations, in-semester examinations (module examination 'Lehrversuch Sport' (demonstration lesson physical education)) and the practical sports examinations can be made in KU.Campus up to 6 working days before the examination is taken.</p>	<p>Oct 30, 2023 – Jan 25, 2024</p> <p>Login period for in-semester examinations (e.g. seminar paper, research paper, written/oral/practical assessment, portfolio)</p> <p>Login for in-semester examinations Students must login for each in-semester exam via KU.Campus. Login for the examination must be effected at the latest by the point in time when taking the individual exam. Students are deemed to be bindingly registered when taking the examination, provided that the examiners have not stipulated and communicated any additional registration modalities (registration obligation)¹ for an in-semester examination.</p> <p>Oct 30, 2023 - Dec 14, 2023</p> <p>Registration period for end-of-semester examinations (oral examinations and/or written examinations at the end of the semester) De-registration for written final examinations can be made in KU.Campus up to 6 working days before the examination is taken. There are different de-registration regulations for final oral examinations depending on the type of examination.² If examinations are held before the registration period, a student shall be deemed to be registered for the examination when taking it. In this case, students must still effect technical registration afterwards during the above-mentioned registration period.</p> <p>Exam schedule The schedule with examination dates for the respective degree programs are published on the website of the Examinations Office.</p>

<p>Entry of grades for in-semester examinations and end-of-semester examinations of the first examination period immediately after finishing the examinations of the 1st examination phase from January 26, 2024, at the earliest until March 17, 2024, at the latest.</p>	<p>Entry of grades for the first examination period immediately after completion of the examinations by March 17, 2024, at the latest</p>	<p>Entry of grades for in-semester examinations and end-of-semester examinations of the first examination period immediately after finishing the examinations of the 1st examination phase from January 26, 2024, at the earliest until March 14, 2024, at the latest.</p>
<p>Mar 18, 2024 - Apr 2, 2024</p> <p>Registration period for the second regular examination period for end-of-semester examinations (oral examinations and/or written examinations at the end of the semester) De-registration for written final examinations can be made in KU.Campus up to 6 working days before the examination is taken. There are different de-registration regulations for final oral examinations depending on the type of examination² If examinations are held before the registration period, a student shall be deemed to be registered for the examination when taking it. In this case, students must still effect technical registration afterwards during the above-mentioned registration period.</p>	<p>Mar 18, 2024 - Mar 20, 2024</p> <p>Registration period for the second regular examination period (only written examinations) for the subject Sports. Withdrawal from written examinations can be made in KU.Campus up to 6 working days before the examination is taken.</p>	<p>Conditions for participation in examinations that require binding registration Participation in an examination that requires binding registration is not possible without prior registration in due time. If students failed to register for an examination for reasons beyond their control, they can file an informal application for late registration stating the title of the examination and the examination module number. The application must be justified and submitted to the board of examiners of the respective degree program or Fachhochschule degree program. Students must provide proof for the justification as to why they failed to register in time. The Examinations Office will notify the students of the decision taken by the respectively responsible board of examiners by e-mail to their KU e-mail address. If students are unable to take a module examination because they failed to register in time, this can result in a self-imposed extension of their course of study of up to two semesters.</p>
<p>Entry of grades for the second examination period immediately after completion of the examinations by May 17, 2024, at the latest</p>	<p>Noteneingabe des 2. Prüfungszeitraumes unmittelbar nach Abschluss der Prüfungen bis spät.17.05.2024</p>	<p>Conditions of participation for examinations that are not subject to binding registration If examiners do not specify separate registration modalities¹ for in-semester examinations, only the examination results actually submitted will be evaluated. Failed attempts due to non-submission or non-attendance will not be recorded. Irrespective thereof, examiners can stipulate submission deadlines, compliance with which is a prerequisite for an exam to be assessed.</p>

Please note: Dates for registration for courses and examinations are published in KU.Campus. <https://www.ku.de/studium/informationen-fuer-studierende/pruefungsamts/termine-pruefungsanmeldung>

Types of examinations at the KU

Final examinations

A final examination is an oral or written examination that concludes a module at a certain date at the end of the semester.

In-semester examinations

All examinations that are not a single oral or written examination at the end of the semester are classified as in-semester examinations. (e.g. seminar paper, written assignment, presentation, portfolio, written/oral/practical examination).

Login via KU.Campus is required for each in-semester exam.

Please note: If a module examination consists of several partial examinations that can be assigned to both in-semester examinations and end-of-semester examinations (e.g. presentation and written examination), the registration procedure is based on the regulations that apply to the final examinations.

¹ **Additional registration modalities for in-semester examinations (registration obligation)**

If the examiner stipulates that students who have already logged in for an in-semester examination via KU.Campus must additionally register (e.g. via a registration list kept by the examiner) – if applicable within a specified period of time – the students are only considered to be duly registered for the module examination upon this registration. These examinations are subject to the above-mentioned conditions of participation for examinations requiring registration.

The determination of a deadline for submission of examination performances shall be independent of the determination of registration modalities. It does not in itself create an obligation to register.

² **De-registration and withdrawal regulations for oral final examinations**

After expiry of the registration period, students can still de-register directly in KU.Campus up to 6 working days before the first individual examination date. In addition, it is also possible to de-register by submitting an informal written request via the Examinations Office (responsible administrator) up to the last working day before the first individual examination date of the final oral examination. Special rules apply to group examinations.

Detailed information on de-registration regulations for final oral examinations can be found on the Examinations Office's website under Frequently Asked Questions (button: De-registration for examinations/withdrawal)

<https://www.ku.de/en/study-at-the-ku/information-for-foreign-nationals/examinations-office/faq-frequently-asked-questions>

³ **The following special regulation applies to block courses:** If block courses conclude with examinations that are to be assigned to the end-of-semester examinations (written examinations, oral examinations, but also partial examinations with different examination types such as presentation and written examination), the examination registration and de-registration period begins 14 days before the first blocked course and ends one day before the (first) respective examination date. If block courses conclude exclusively with in-semester examinations, the regulations specified for examination login shall apply.