

Presentandment

Dear Students,

the examination registrations of the **compulsory examinations** (first attempt, scheduled examinations after a withdrawal and repeat examinations) have been carried out.

Registration of **electives** can be done ONLINE from 2023, Nov. 23 to Dez.13. **For late registration a fee of 10€ has to be paid!!!**

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An [exam registration form](#) is now only required for additional subjects or if elective subjects are not available online or if you want to have an exam that you registered for by mistake **deleted before the exam begins**.

If you have registered for exams online, please **DO NOT ADDITIONALLY register in** paper form. Only in case of changes to the registered exams, please contact the [ZPA](#) and indicate the degree program, matriculation number and exam number(s).

For the **registration of additional subjects** (only possible in paper form) please use the **5-digit [exam numbers](#) which are in the first column!** Do not use the **examiner** number or LSF number!

Download the PDF with all [exam numbers](#) here!

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1. Online exam REGISTRATION

- a. All study programs participate in the online procedure for **exam** REGISTRATION. This does not apply to scheduled examinations according to SPO (scheduled examinations and repeat examinations).
- b. How do you record a resignation?
Log in to the [Examination Matters portal](#). Then click→ "Prüfungsverwaltung"→ "**Modulteilprüfungsabmeldung**". After reading and accepting the conditions, "unfold" the exam number tree and withdraw from an exam by clicking (if the Study and Examination Regulations (SPO) allow it).
Only a withdrawal note is generated and no deletion of the examination!!! So if you have registered by mistake and the registration should be cancelled, you have to declare this in writing to the ZPA.
- c. All information and instructions on registering for/deregistering from exams can be accessed directly from the [Portal Prüfungsangelegenheiten](#) at ge .

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2. Examination AN message ONLINE

For all study programs it is possible to register elective courses (also languages and Studium Generale) ONLINE. **The function is only available from 10.05-31.05.23!**

For all degree programs, exam registration for **compulsory exams** and repeat exams and scheduled exams (after withdrawal in the previous semester) is done centrally via the ZPA. **Registration for additional subjects is** done as before in **writing** via the printed [examination registration form](#) at the Central Examination Office (ZPA).

The 5-digit exam numbers are available [ONLINE](#).

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3. Return registration form

The return is only necessary if changes or additions are to be made. For queries, please provide your phone number or mail address. **Latest return date for all is Thursday, November 23, 12:00 p.m.** (via [email](#) with signed PDF attachment or drop in mailbox A building on the ground floor).

Where can I get the exam registration form? / Log in

You will find the examination registration form, which already contains your registered compulsory examinations, in the [portal Examination Matters](#). Only use the registration form for additional subjects or if partial module examinations are listed incorrectly or if you want to have changes made.

The form is available [in the DOWNLOAD area](#).

4. Visiting students

Guest students are not automatically registered for exams. Please log in as described under [point 3](#), and fill out a [registration form](#) and enter the [registrations](#) mel dations as described under [point 12](#). [participation in additional services](#).

5. Students in the Integrated Practical Semester (PSS)

Bachelor's degree programs: a **maximum of two failed module or module part examinations** can be completed in the practical study semester. Exceptions are decided by the chairperson of the examination board (§ 21 para. 3 SPOBa).

The **first-time** participation in module or partial module examinations in the PSS is only possible with the approval of the chairperson of the examination board (§ 8 para. 8 SPOBa).

To register during the practical study semester, it is sufficient to send an e-mail to the [ZPA](#) during the exam registration period **or** use the [registration form](#) and hand it in at the ZPA after approval (indicate matriculation number and exact name of the exam, if known also name of the examiner and very important: **the 5-digit exam number**). Telephone registrations are not possible!

Participation in an examination in the practical study semester without registration is only permitted if it has been established beyond doubt **before the start of the examination** that the prerequisites (it is a repeat examination or approval by the chairperson of the examination board; registration with the [ZPA](#) has been made) have been fulfilled. If one of the prerequisites is not met, the performance will be noted with reservation until the facts are clarified.

Confirmation emails will not be sent. In the portal Examination Matters the registered examinations can be seen.

6. Students on leave of absence

Students on leave of absence may take examinations in accordance with § 1a of the Admissions and Matriculation Regulations (pregnancy, maternity leave, parental leave, care of a dependent) (§ 61 para. 3 LHG) and register online or using the [examination registration form](#).

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7. Students in the semester abroad

If you go on a study abroad semester and **take a leave of absence**, you will not be able to take any exams at HTWG in that semester if you return from abroad earlier.

If you are going abroad for a semester and do **not take a leave of absence** or cannot be granted a leave of absence, be sure to inform the Registrar's Office **before you leave**. Remember that you will **automatically be registered** for the examinations of the respective semester and the scheduled repeat examinations. **Important:** Take care of your exam registration during the exam [registration period](#) (possible here by [e-mail](#), please do not forget your matriculation number).

If you return from abroad earlier and are unable to take examinations due to lack of preparation (stay abroad), you could also withdraw from the repeat examinations in this particular case (approval in writing by the examination board chairperson required).

Withdrawal for this reason can also only be requested for individual repeat exams (if there are several). However, if you withdraw from a [repeat examination with the](#) reason of the stay abroad, you cannot participate in any regular examinations in this semester. This is at least to make it possible that individual repeat examinations can also be taken.

This does not affect the ability **to** withdraw from regular semester exams until immediately prior to the start of the exam.

If you take exams abroad, credit is only possible if it is the **first** attempt at this exam.

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8 General information on registration and withdrawal

Registration for examinations after the [return deadline](#) is generally not permitted! Withdrawal from exams that have not been scheduled is possible until immediately before the start of the exam. (see [point 9](#))!

In case of uncertainty, it is better to register for several exams within the deadline and later have the excessively registered exam(s) (elective or additional subject) **deleted in the ZPA**. In case of non-attendance, the partial module exam will be graded with 5.0.

9 Withdrawal from an examination

- a. Due to the online deregistration **procedure**, the registration of the resignations can be done online until **2024 Jan. 20** (see [point 1](#))!
- b. If you had to fill out a registration form for justified reasons, cross out the exam in question and return it **signed to the [Central Examination Office](#)** no later than **December 13**.
- c. After the return deadline, a withdrawal from an examination performance can still be declared - until immediately before the start of the examination - as follows:
 - from Monday, 22.01.2024 until one day before the start of the corresponding examination, the withdrawal must be made in writing [using the form](#) provided,
 - on the day of the examination, the withdrawal must be made informally in writing directly to the examiner immediately before the start of the examination.
- d. In the practical semester, a **maximum of two** module/module part examinations that have not been passed or are deemed to have been failed can be **repeated**. **The chairperson of the examination board decides on exceptions** Withdrawal from this registration is possible by written declaration. [See also No. 5](#)
- e. **IMPORTANT:** Withdrawals from **scheduled** module/partial module exams are generally **not possible**. Scheduled are:
 - Repeat examinations (§ 21 para. 3 SPOBa) [Exceptions: MAB and WIM].
 - Achievements of the first semester, § 18 para. 2 SPOBa (in individual study programs also achievements of the second semester, or individual examination achievements - please refer to the special part of your SPOBa).

Exception: Possibility to withdraw from up to two graded partial module examinations of the first semester which have not been passed in the first attempt, after consultation in the course of studies and application to the examination board (§22 Abs. 1 Nr. 2 SPoBa).

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For bachelor's degree programs:

Withdrawal from module/partial module examinations that have not been scheduled is only possible once without giving reasons.

This regulation does not apply to subjects of the "Studium-Generale", elective subjects and foreign languages.

In all other respects, be sure to observe the regulations on withdrawals in the special section of the SPO for your degree program.

10. **Crediting of study or examination achievements**

If you have registered for coursework or examinations on your registration form even though they have been credited to you from previous periods of study, the following procedure applies: First have the relevant course and examination work marked "credited" on the registration form by the responsible examination board chairperson and have them sign it. Then hand in the registration form at the ZPA. It is essential to ensure that graded performances are also credited with a grade. Any personal comments ("already submitted", "not applicable", "recognized", "credited") that you yourself make on the registration form will generally be disregarded.

Attention: Crediting of a course or examination achievement is excluded after you have participated in this course or examination achievement at the Konstanz University of Applied Sciences for the first time.

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11. **Check placement semester and registrations of the specialization!**

Your placement in the correct placement semester is **very important** for exam registration! If these data are not correct, there will inevitably be incorrect or no registrations.

You can find your current placement semester in the [Portal Prüfungsangelegenheiten](#). If you find out that the current placement semester is not correct, please first go to the [Student Affairs Office](#) to be correctly placed [by your responsible administrator](#) in the Campus Portal and then go to the [ZPA](#) during the [Öffnungszeiten](#) correct the examination registration.

If you have chosen a **specialization**, please also **check** whether the services for this specialization have been registered completely and correctly.

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12. **Participation in additional examination services**

Please do not register additional services online!

Enter the exam(s) on the [registration form](#) with the following characteristics in the Additional Subjects category:

- Course of study to which this examination performance is assigned
- **5-digit test number**
(please do not use the 6-digit numbers from the LSF system or the 4-digit test engineer number)
- Field of specialization to which this exam is assigned, if applicable
- Exam text (name of the exam performance)
- Name and first name of the examiner

The required information on the **5-digit exam numbers**, examiner or examiner group designation can be found in the [exam regulation lists](#) on the homepage.

When searching for information, make sure you are searching **in the correct Examination Regulations** (PO) version. The PO version number is listed BEFORE the program name.

If there is an ungraded and a graded performance for a service, the examination number can easily be used to find the examination you are looking for: **Ungraded** performances usually have an **odd** final number (1,3,5,7,9), graded performances usually have an even final number (0,2,4,6,8) [Example: 22030 Mathematics = graded examination, 22031 Mathematics = ungraded examination or ungraded performance record].

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13. **Bring forward exam performances**

You must also enter these study and examination achievements on the registration form (see [item 12](#)); online registration is not possible for bringing forward from higher semesters. In **addition**, a written consent of the chairperson of the examination board of your study program is required, which approves the bringing forward of this performance. This approval must be submitted to the ZPA together with the [registration form](#). It is best and easiest to have it signed off directly on the registration form. Registration cannot take place without approval. Approval and registration is done

through the ZPA. If you take an exam without the approval, this performance will not be taken into account.

Please inquire about course-specific regulations directly in the course of study!

14. Compulsory, Elective, Additional Subjects / Modules, Studium Generale

Examinations that are/were already taken during the semester must also be registered for during the examination registration period. Otherwise, the work performed without registration cannot be recorded and cannot be evaluated. The registration for the study and examination achievements of your placement semester according to the examination schedule of the SPO always takes place automatically.

Additional subjects cannot be registered online. Please register them with the ZPA according to [section 12.](#)

In some degree programs, one or more modules must be selected from several. In the course of the automated exam registration, none of the possible modules will be registered - you have to register your electives ONLINE. The registration deadline for this also applies: 2023 Dec., 13.

15. Return deadline and end of online registration

If online registration for electives is completed, there is no need to submit a REGISTRATION sheet. For the online registration also applies: **no later than 31.05.2023 - after that the function is no longer available!**

The return of the **signed** REGISTRATION sheet (if not registered online) must be done by **December, 13 at the latest.** The return of the registration form can be done at the [Central Examination Office](#) (room A 024) during [opening hours](#) or it can be put into the mailbox next to room A 025a.

The return deadline also applies to the registration of any elective modules.

For any queries, please indicate how we can reach you most quickly by phone or e-mail.

16. When is the return of the registration form NOT required?

If you have **no** changes (additional registrations) to make. Please enter resignations [online!](#)

The following applies to first-semester students of **all** Bachelor's degree programs: You may not change anything or withdraw from exams. Please note the regulation according to [§ 22 para. 1 item 2 of the SPOBa](#) and [item 9 f](#)) of this info sheet. It is therefore not necessary to return the registration form. The registration for your examinations is done automatically by the ZPA.

17. Exam dates

The ZPA does **not** know the exact examination dates of the respective study programs. Please ask the responsible chairperson of the examination board of your [study program](#) in individual cases. [<to the overview>>](#)

If you have any problems or uncertainties with the exam registration, the ZPA will be happy to help you during opening hours (Mon. - Thurs. 9am-12pm and by appointment).

We wish you good luck for the upcoming exams! Your ZPA team

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Opening hours: Mon. - Thurs. 9.00 - 12.00 and by arrangement		

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