

Info about exam registration

without EXA degree programs (AIN PO4, BIB,URB,WIB,WIM,MAB,SET)

Dear students,

the examination registrations for the **compulsory examinations** (first attempt, scheduled examinations after a cancellation and repeat examinations) have been completed.

The registration of **elective subjects** can be made ONLINE from 14 May 2025 to 4 June 2025. **Registrations after 11 June 2025 are no longer permitted, even for a fee!!! Registration and cancellation is NOT possible after the start of the examination or after the submission of a project, term paper, presentation or similar.**

[<continue to the PORTAL EXAMINATION SITUATIONS>](#).

An [examination registration form](#) is only required for **additional subjects** or if compulsory elective subjects are not available online or if you wish to have an examination that was registered by mistake **cancelled before the examination begins**. Please note: the start of the examination can also be the date on which the topic is announced in the case of examinations held during the semester. Please clarify details with the examiners.

If you have registered for examinations online, please **do NOT additionally** register in paper form. Please only contact the [ZPA](#) in the event of changes to the registered examinations and state your degree programs, matriculation number and examination number(s).

For the registration of additional subjects (only possible in paper form), please use **the 5-digit examination numbers** in the first column! Do not use the **examiner** number or LSF number!

Here you can download the PDF with all [exam numbers](#)!

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1. Online examination REGISTRATION

- a. All degree programs take part in the online procedure for exam **REGISTRATION**. This does not apply to scheduled examinations in accordance with the SPO (scheduled examinations and repeat examinations).
- b. How do you record a resignation?
Log in to the [Examinations portal](#). Then click on → "Prüfungsverwaltung" → "**Modulteilprüfungsabmeldung**". After reading and accepting the conditions, "open" the examination number tree and click to withdraw from an examination (if permitted by the study and examination regulations (SPO)).
Only a cancellation note will be generated and not a cancellation of the exam!!! If you have registered by mistake and wish to cancel your registration, you must notify the [ZPA](#) in writing.
- c. All information and instructions for exam registration/cancellation can be accessed directly from [Examination Matters portal](#).

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2. Examination notification ONLINE

For all degree programs, it is possible to register compulsory elective subjects (including languages and Studium Generale) ONLINE.

This function is only from 14.05. - 04.06.2025!

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

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

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3. Return of registration form

The return is only necessary if changes or additions are to be made. If you have any queries, please provide your telephone number or e-mail address. **The latest return deadline for all is Wednesday, 4 June 2025, 12:00 noon** (by [e-mail](#) with signed PDF attachment or drop off in the letterbox A building on the ground floor).

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

The examination registration form, which already contains your registered compulsory examinations, can be found in the [Examination Matters portal](#). Only use the [registration form](#) for additional subjects or if partial module examinations are listed incorrectly or if you want to make changes

4. Guest students

Guest students are not automatically registered for examinations. Please log in as described [under point 3.](#) and fill in a [registration form](#) and enter the registrations 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 partial module examinations** can be completed in the practical semester; the chair of the examination board decides on exceptions (Section 21 (3) SPOBa).

First-time participation in module or partial module examinations in the PSS is only possible with the authorisation of the Chair of the Examination Board (Section 8 (8) SPOBa)

To register for repeat examinations during the practical semester, simply send an email to the [ZPA](#). during the examination registration period To register for first-time participation, please use the [registration form](#) and submit it to the ZPA after approval by the chairperson of the examination board (please state your matriculation number and the exact name of the examination, if known, also the name of the examiner and, very importantly, the **5-digit examination number**). Telephone registrations are not possible!

Participation in an examination in the practical 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 met. If one of the requirements is not met, the examination will be marked as conditional until the matter has been clarified.

Confirmation e-mails will not be sent. The registered examinations can be viewed in the Examination Matters portal.

6. Students on leave of absence

Students on leave of absence can take examinations in accordance with Section 1a of the Admission and Matriculation Regulations (pregnancy, maternity leave, parental leave, caring for a relative in need of care) (Section 61 (3) LHG) and register online or using the [examination registration form](#).

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7. Students on a semester abroad

If you spend a semester abroad and **take a leave of absence**, you will not be able to take any examinations at the HTWG in that semester if you return from abroad earlier.

If you are going abroad for a semester and **cannot take leave of absence** or cannot be granted leave of absence, you must inform the Registrar's Office **before departure**. Please remember that you **will be automatically** registered for the examinations of the respective semester and the scheduled repeat examinations. **Important:** Take care of your examination registration [during the examination 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 a lack of preparation (stay abroad), you may also withdraw from the repeat examinations in this special case (written authorization from the chair of the examination board is required).

Withdrawal for this reason can only be requested for individual repeat examinations (if there are several). However, if you withdraw from a [repeat examination](#) on the grounds of your stay abroad, you will not be able to take any regular examinations in this semester. This should at least enable you to take individual repeat examinations.

The possibility of withdrawing from the regular examinations of the semester until immediately before the start of the examination remains unaffected.

If you take examinations abroad, credit can only be recognized if it is the **first** attempt at this examination.

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8. General information on registration and cancellation

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

So if you are unsure, it is better to register for several examinations within the deadline and later have the over-registered examination(s) (elective or additional subject) **cancelled** in the ZPA. If you do not take the exam, it will be graded as failed (5.0).

9. Withdrawal from an examination

- a. Thanks to the **online** deregistration procedure, withdrawals can be recorded online until **26 June 2025** (see [point 1](#))!
- b. If you had to fill out a registration form for a reason, please cross out the relevant examination and hand it in **signed** to the [Central Examination Office](#) by **4 June 2025** at the latest.
- c. After the return deadline, it is still possible to withdraw from an examination as follows until immediately before the start of the examination:
 - From **Friday, 27 June 2025** until one day before the start of the corresponding examination, the cancellation must be made [in writing using the form provided](#),
 - on the day of the examination, the cancellation 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 failed** or failed module/module part examinations can be **repeated**. **The Chair 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/module part examinations are generally **not possible**. Scheduled examinations are
 - Repeat examinations (Section 21 (3) SPOBa) [exceptions: MAB and WIM and all Master's degree programs]
 - Achievements in the first semester, Section 18 (2) SPOBa (in some degree programs also achievements in the second semester or individual examinations - please refer to the special section of your study and examination regulations).

Exception: Possibility to withdraw from up to two graded module examinations of the first semester that were not passed in the first attempt, after consultation in the degree programme and application to the Examination Board (§22 Para. 1 No. 2 SPoBa).

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The following applies to Bachelor's degree programs:

Withdrawal from module/module component examinations that have not been scheduled is only possible once without giving reasons [exception MAB and WIM].

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

Please also note the regulations on withdrawals in the special section of the SPO for your degree programs.

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

If coursework or examinations are registered 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 coursework and examinations marked "credited" on the registration form by the responsible examination board chairperson and have them signed. Then submit the registration form to the ZPA. Make absolutely sure that graded achievements are also credited with a grade. Any personal notes in this regard ("already completed", "not applicable", "recognized", "credited") that you make on the registration form will generally not be taken into account.

Please note: You cannot receive credit for a course or examination after you have taken this course or examination at the University of Konstanz for the first time.

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

Your categorization in the correct placement semester is **very important** for exam registration! If this data is not correct, you will inevitably register incorrectly or not at all.

You can find your current placement semester in the Campus Portal. If you realise that your current placement semester is not correct, please first have [your responsible in the Student Affairs Department clerk](#) classify you correctly in the Campus Portal and then correct your examination registration in the ZPA during [opening hours](#).

If you have chosen a **specialization**, please also check whether the coursework for this specialization is complete and correctly registered.

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12. **Participation in additional examinations**

Please do not register additional services online!

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

- Degree programs to which this examination is assigned
- **5-digit test number**
(please do not use the 6-digit numbers from the LSF system or the 4-digit examiner number)
- Specialisation to which this examination is assigned, if applicable
- Examination text (name of the examination)
- Surname and first name of the examiner

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

When searching for information, make sure that you are searching **in the correct version of the examination regulations** (PO). The PO version number is listed BEFORE the name of the degree programs.

If there is an ungraded and a graded examination for a particular achievement, you can easily find the examination you are looking for by the examination number: **Ungraded** examinations usually have **an odd** final number (1,3,5,7,9), graded examinations 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. **Bringing forward examinations**

You must also enter these study and examination achievements on the registration form (see [section 12](#)); online registration is not possible if you are bringing forward achievements from higher

semesters. **In addition**, written approval from the chairperson of the examination board of your degree programs is required to authorize the bringing forward of this coursework. This authorization must be submitted to the ZPA using the [form](#). Registration is not possible without approval. Admission and registration are handled by the ZPA. If you take an examination without authorization, the examination will not be taken into account.

Please enquire about programs-specific regulations directly with the degree programs!

14. Compulsory, optional and additional subjects / modules, Studium Generale

You must also register for examinations that are/were taken during the semester during the examination registration period. Otherwise, any work done without registration cannot be recorded and cannot be graded. Registration for the coursework and examinations of your placement semester in accordance with the examination schedule of the SPO is always automatic.

Additional subjects cannot be registered online. Please register these with the ZPA in accordance with [section 12](#).

In some degree programs, one or more modules must be selected from several. None of the possible modules are registered as part of the automated examination registration process - you must register your electives **ONLINE**. The registration deadline for this also applies: **04/06/2025**.

15. Return deadline and end of online registration

When registering electives online, you do not need to submit a REGISTRATION form.

The following also applies to online registration: **05 June 2024 at the latest - after this date the function will no longer be available!**

The **signed** REGISTRATION form (if not registered online) must be returned by **4 June 2025 at the latest**. The registration form can be returned to [the Central Examination Office](#) (room A 026a) during [opening hours](#) or it can be posted in the letterbox next to room A 025c.

The return deadline also applies to the registration of any compulsory elective module or compulsory elective module part examinations or additional subjects.

If you have any queries, please let us know the quickest way to contact you by phone or e-mail.

16. When is it NOT necessary to return the registration form?

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

The following applies to first-semester students **on all** Bachelor's degree programs: You may not change anything or withdraw from examinations. Please note the regulation according to [§ 22 para. 1 no. 2 of the SPOBa](#) and [point 9 f](#)) of this information sheet. It is therefore not necessary to return the enrolment form. The ZPA will automatically register you for your examinations.

17. **Examination dates**

The ZPA **does not** know the exact examination dates for the respective degree programss. In individual cases, please ask the chairperson of the examination board responsible for your [degree programs](#).

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

We wish you every success for the upcoming exams!

Your ZPA team

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