

## Deadlines for registration examination and publishing of grades for winter semester 2021-2022

Registration for examinations is made via the student portal in KU.Campus: Please login with your user ID and password => Register for module examinations of your own degree program via "My degree program" and for module examinations outside your own degree program (e.g. from the free elective area) via "Other modules"

Last updated: September 2021

| University degree programs   |   | Fachhochschule (FH) degree programs  |
|--|---|--|
| without sports examinations  | with sports examinations  |  |
| <p><b>January 10 – January 24, 2022</b></p> <p>Registration period for all examination types</p> <ul style="list-style-type: none"> <li>• for in-semester examinations* that are offered as regular (e.g. seminar, written assignment, presentation, portfolio),</li> <li>• for end-of-semester examinations of the first regular examination period (oral examinations and/or written examinations at the end of the semester, also when they have to be postponed)</li> <li>• for alternatively offered examination types** in the 2021-2022 winter semester</li> </ul> <p>Withdrawal from the final written examinations can be made in KU.Campus up to 6 working days before the examination is taken.</p> <p>There are different withdrawal regulations for final oral examinations depending on the type of examination.***</p> <p>Withdrawal from an alternatively offered examination format depends on the type of examination. The above-mentioned withdrawal regulations shall apply for final examinations.</p> <p>Students can withdraw from a regular or alternative in-semester examination by January 24, 2022, if the student has not already taken the examination before that date.</p> <p>If examinations are held before the registration period, a student is deemed to be registered for the examination when taking it. Still, technical registration for the examination must be effected by the student during the above-mentioned registration period.</p> <p>The following special regulation shall apply for block courses that only start after expiry of the regular registration period:</p> | <p><b>November 22 – December 10, 2021</b></p> <p>Registration period for the first regular examination period for the sports examinations (all examinations - including written examinations - in the subject Sports)</p> <p>Withdrawal from the written examinations, the 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><b>October 25 – November 8, 2021</b></p> <p>Registration period for the in-semester examinations (e.g. seminar paper, research paper, written/oral/practical assessment, portfolio) and final examinations (e.g. oral examinations and/or written examinations at the end of the semester)</p> <p>After November 8, 2021, it is only possible to withdraw from the examination by submitting a written request to the Examinations Office by January 21, 2022. This applies only in cases where the student has not already taken the examination before January 21, 2022. Non-attendance in in-semester examinations must be confirmed in writing by the respective examiners.</p> <p>The examination schedule will be published on the Examination Office's website for the respective degree programs.</p> |
| <p><b>Special regulations in the 2021-2022 winter semester due to limitations caused by the coronavirus</b></p> <p>Due to limitations caused by the coronavirus, another alternative examination type** can be offered instead of a face-to-face examination requiring students' attendance on campus (e.g. written examination, oral examination). If an alternative examination type is offered, the respectively relevant information is included in the comment field of the registration process for the examination in KU.Campus. The respectively responsible examiners shall decide whether it is possible to offer an alternative examination type or whether the on-campus examination is postponed.</p> <p>If it is not possible to hold examinations in an alternative format, the examination is postponed to a later date. The registration will in this case be valid for the postponed examination. The date of the postponed examination will be communicated to all registered students by the examiner in writing and be stated for the respective examination in KU.Campus as soon as examinations at the KU can be held again.</p>  |   |  |

| University degree program  |   | Fachhochschule (FH) degree programs  |
|--|---|--|
| without sports examinations  | with sports examinations  |  |
| Entry of grades for in-semester examinations and for end-of-semester examinations in the first examination period immediately after completion of examinations, at the latest by March 17, 2022  | Entry of grades for the first examination period immediately after completion of the examinations, (expectedly) at the latest by March 17, 2022   | Entry of grades for all examinations immediately after completion of the examinations, at the latest by March 31, 2022 |
| <b>March 21 – April 4, 2022 (expectedly)</b><br>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) Withdrawal from the final written examinations can be made in KU.Campus up to 6 working days before the examination is taken. There are different withdrawal regulations for final oral examinations depending on the type of examination.***  | <b>March 21 – April 4, 2022 (expectedly)</b><br>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. |  |
| Entry of grades for the second examination period immediately after completion of the examinations, at the latest by May 17, 2022  | Entry of grades for the second examination period immediately after completion of the examinations, at the latest by May 17, 2022   |  |
| <b>Conditions for participation in examinations</b><br>Students may not participate in an examination that they have not registered for in 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.<br>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.<br>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. |   |  |
| Please note: Dates for registration for courses and examinations are published in KU.Campus  |   |  |

\* types of examinations that are regularly possible during the semester as in-semester examinations, which can be selected according to the examination regulations or module description for the respective module and are offered as regular in the 2021-2022 winter semester

\*\*Alternative examination type: Examination type that is offered specifically for the 2021-2022 winter semester instead of the examination type originally provided for in the module according to the examination regulations or module description (elective modules). Prerequisite: A type of examination as originally provided for in accordance with the examination regulations or module description (elective modules) cannot be offered in the 2021-2022 winter semester

\*\*\*Withdrawal regulations for final oral examinations: The withdrawal regulations for final oral examinations can be found on the Examinations Office's website under Frequently Asked Questions (button: Canceling examination registrations/withdrawal)