

# Important information regarding examination regulations for students of the master degree program Electrical Engineering in the summer term 2024

## Dates and deadlines

**Registration for written examinations** should be done in unisono **from May, 21<sup>th</sup> 2024 up to 14 days before the date of the relative written examination** (unisono system calculates the exact time depending on the beginning time of the examination!).

**Registration for oral examinations** (online registration in unisono and subsequent agreement on the date with the examiner) should be done **seven days before the date of the oral examination at the latest.**

The above mentioned deadlines are **hard**; registration after the deadline is only possible in **justified cases of hardship**. The application should be submitted in written form to the examination board via the examination office. The examination board must approve the application.

Please be aware of **different deadlines** for the registration of the examinations organized by other departments or faculties. Please contact the responsible examination office of the organizing department/faculty for more information.

## **1) Registration for academic achievements (coursework and examinations)**

With the exception of the final thesis, free attempts and third attempts students have to register for all academic achievements online via unisono. A coursework (Studienleistung) has an ending "-S" (e.g. "4ETMA104-S1"). Exact requirements regarding admission to examinations and completion of modules can be found in the examination regulations and module handbook descriptions.

**All academic achievements (courseworks, examinations etc.) must be registered in due time. Academic achievements shall not be booked/graded in unisono without a registration.**

You can register for a coursework in the respective semester from one month before the start to 6 weeks after the start of the semester (i.e. **from March, 1<sup>st</sup> 2024 to May, 15<sup>th</sup> 2024**). After that, registration is only possible upon a hardship application!

If your registration is successful, you will automatically receive a message from unisono system. In case of problems or failure please contact the examination office immediately!

A registration for academic achievements is **not** linked to the registration for the corresponding lecture, laboratory or exercises. Students have to register for lectures, laboratories, exercises and the respective academic achievements separately via unisono.

For example:

▼	🌿	Signals and Systems Module	4ETMA200
▼	📖	Signals and Systems I (Vorlesung)	Lecture Group 4ETMA200-VG1
●	📖	Signals and Systems I	Lecture 43NTS1000V
▼	📖	Signals and Systems I (Übung)	Lecture Group 4ETMA200-VG2
●	📖	Signals and Systems I	Lecture 43NTS1100V
●	🏆	Signals and Systems I	examination 4ETMA200-P
●	📖	Studienleistung Signals and Systems I	Course Achievement 4ETMA200-S

## 2) Registration for written examinations

Registration for written examinations is possible through unisono from **May, 21<sup>th</sup> 2024 until 14 days before the date of the respective written examination** (unisono system calculates the time exactly according to the beginning time of the examination!). If a registration via unisono is not possible due to technical reasons, please contact the examination office immediately. It is helpful to make a screenshot of a failure message.

## 3) Registration for oral examinations

Registration for oral examinations should be done through unisono in good time, nevertheless at least 7 days before the examination date.

Once a registration in unisono is done, students must arrange an examination date with the responsible examiner.

If the examination can't take place in the current semester, please deregister from it in due time and register in the new semester.

## 4) Free attempts

Free attempts can't be registered via unisono. They must be registered through to the examination office. Please use the form "[Registration for examinations that can't be registered in unisono](#)".

According to the examination regulations 2023 (FPO 2023) a maximum of 3 examinations which have not yet been repeated in accordance with § 12 Paragraph 5 RPO-M and which have been taken within the standard period of study can be evaluated and repeated as a free attempt upon application by the student to the Electrical Engineering examination board. **This means that a**

### **free attempt can only be done after the first attempt!**

An oral examination must be repeated within six months, written examinations at the next possible date; otherwise, the right for a free attempt is forfeited. A second free attempt in the same examination is excluded.

### **5) Regular withdrawal from examinations / withdrawal due to a sick note**

A regular withdrawal from examinations is possible in unisono up to 7 days before the examination date. Please note that unisono system calculates this deadline based on the beginning time of the exam.

In case of an illness please provide the examination office with the medical certificate together with the "[withdrawal form](#)" by e-mail as a PDF or by the regular mail **within three working days** after the relevant examination date. If submitted by regular mail, the date of the postmark is valid.

### **6) Deregistration from examinations and all other academic achievements at the end of the semester**

Registered oral examinations, prerequisite achievements and all other academic achievements which can't be done or completed in the registered semester must be deregistered no later **than 8 days before the end of the semester**. These registrations shall not be transferred to the following semester and thus it shall no longer be possible to deregister or re-register in the following semester. **In this case you shall automatically be given a "not appeared"="failed" (for graded performances this means a grade of 5.0 = "failed")**.

### **7) Theses**

A master's thesis can only be registered if all the compulsory modules have been successfully completed, at least 60 credit points have been achieved and there is no third attempt in any examination.

Please inform yourself in good time about the exact registration procedure at the examination office. Further details and the application form can be found on the homepage of the examination office.

### **8) Third attempts**

A third examination attempt is usually conducted in the form of an oral examination.

Third attempts have to be registered through the examination office. Please submit the application form "[Registration for examinations that cannot be registered via unisono](#)" to the examination office. The responsible chair should be informed about the last attempt particularly.