Dates and deadlines for students in the degree programmes
of Computer Science in the winter term 2023/24

Dates and deadlines

- **Registration for written examinations: up to 14 days before the** written **examination** (via unisono; the deadline is calculated to the exact time!).

- **Registration for study achievements: up to 4 weeks before the end of the lecture period** (via unisono). **If no registration has been made by this time, the student will no longer be allowed to participate!**

- **Submission of mentor approvals** for core, elective and optional subjects according to **PO 2012**: **20.01.2024.**

- **Registration for oral examinations** (online registration in unisono and subsequent agreement of a date with the examiner): **no later than 7 days before** oral **examination.**

- **Cancellation of examinations without sick note: at the latest 7 days before the examination.**

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

Please note the different deadlines if the examinations are organised by other departments or faculties. You can find information about this at the responsible examination office of the respective department/faculty.

Bachelor Computer Science students of **FPO 2021** can only register for examinations in a specialisation module if they have already **bindingly chosen a specialisation area in unisono**; for students of PO 2012, the submission of a corresponding mentor's approval is required.

1)   Registration for coursework and examinations

Except for the final thesis, free attempts and third attempts students register online via unisono. In unisono, you can recognise academic achievements by an ending with "-S" (e.g., "123456-S" or "4INFMA123-S1"), while examinations have an ending with "-P".

Every examination, every piece of coursework and every examination prerequisite must be registered in advance.

If your registration is successful, you will automatically receive a message through the unisono system. If your registration is not successful, please contact the examination office immediately.

No achievement may be made without registration!

The above-mentioned registrations are not linked to the registration for the corresponding course! This means that registration for a lecture is **not** a prerequisite for the examination or course work. However, this also means that registration for a lecture does not mean registration for the course work, examination prerequisite work or examination. **You must register separately for each of these**.

2)   Registration for written examinations

Registration for written examinations is online until **14 days before the respective written examination (unisono calculates exactly to the time!).** If registration via unisono was not possible for technical reasons, please contact the Examinations Office **immediately** with the error report to clarify the situation.

The regulations for registration for free attempts can be found under No. 4, those for third attempts under No. 11.

3)   Registration for oral examinations

Registration for oral examinations (online via unisono) must be made at the latest **7 days before the examination date**, better well in advance.

After registering for the examination in unisono in due time, you must arrange an examination date with the respective examiner.

If the examination can only take place in the following term, please deregister in the current term, and register in the new term (see no. 8).

The regulations for registration for free attempts can be found under No. 4, those for third attempts under No. 11.

4)   Free attempts

Free attempts cannot be registered via unisono. They must be registered by e-mail or post to the Examinations Office. Please use the form "Registration for examinations that cannot be registered via unisono". The normal registration deadlines apply, see points 2) and 3).

Please note that an oral examination must be repeated as a free attempt within 6 months, all other examinations at the next possible date, otherwise the right to the free attempt expires.

According to the **PO 2012**, a free attempt for an examination is possible after the first or the second attempt.

According to the **FPO 2021,** a free attempt for an examination is **no longer possible** if the examination has already been **repeated** once (due to failure) (§10a of the FPO-B or FPO-M).

5)   Mentor approval (only for students studying according to PO 2012)

Before you can register for an examination in a core subject, elective subject, or compulsory elective subject, you must plan your subject selection together with your mentor and send a corresponding mentor approval signed by the mentor to the Examinations Office. Information on mentors and forms can be found in the forms cabinet of the Examinations Office under Computer Science/Mentor Approvals.

The submission of mentor approval for written examinations is possible this term until **20.01.2024.**

6)   Course achievements and examination prerequisites

Check at the beginning of the term based on the module description whether a course work or examination prerequisite work must be completed in the module. If so, you must register for this course achievement in unisono (see also No. 1).

Registration for study achievements and examination prerequisites must be done **at least 4 weeks before the end of the lecture period**. If no registration has been made by this time, you will no longer be allowed to participate!

If you realise during the term that you cannot successfully complete the course work or the examination prerequisite work in an elective module, cancel this course work again in unisono in due time! Otherwise, the module is considered to have been selected and you may no longer be able to cancel this selection!

Examination prerequisites, PO 2012:
If you have not yet completed a required prerequisite when registering for an examination, you may be admitted by unisono with reservation, but you may only take the examination if you have successfully completed the prerequisite by the date of the examination. If you have not completed the prerequisite, you must deregister from the examination immediately.

Examination prerequisites, FPO 2021:
You can only register for the examination performance when your previous examination prerequisite work has been entered as passed in unisono by the teacher.

7) Seminars, practical courses and project work or project groups

For seminars and practical courses, you must register in unisono for the corresponding course work (see No. 6)

The following also applies here: The above-mentioned registrations are **not** linked to the registration for the corresponding course! This means that registration for the course does not mean registration for the course work. You must **register separately** for each course.

The special feature of project work/groups is that they run for a year. In the term in which the project group starts, you register for the course. In the second term of the project group, you will receive an email from the lecturer when you can register for the course work and examination.

8) Cancellation / Sick note

A **regular withdrawal** from exams (i.e., without a medical certificate) is possible in unis**ono up to 7 days before the exam**. Please note that the unisono system calculates this deadline based on the actual time of the exam.

PO 2012:
The following applies in the case of illness: A withdrawal (please use the withdrawal form for this) must be submitted to the examination office in writing or by e-mail as a PDF within **five working days** of the examination together with the medical certificate. If submitted by post, the date of the postmark applies.

FPO 2021:
The following applies in the case of illness: A withdrawal (please use the withdrawal form for this) must be submitted to the examination office in writing or by e-mail as a PDF within **three working days** of the examination together with the medical certificate. If submitted by post, the date of the postmark applies.

Do not send the sick note to the examiner's chair.

9) Deregistration from examinations, examination prerequisites, and course work at the end of the term

Registered oral examinations, examination prerequisites or course work that will no longer take place or be completed in the registered term must be deregistered no later **than 8 days before the end of the term.** Registrations for examinations, examination prerequisites and course work **that are not** taken will not be carried over into the following term and it will then no longer be possible to deregister or re-register in the

following term. **At** the beginning of the following term, **you will automatically be given a "not appeared" (NE) (for graded performances this means a grade of 5.0).**

10) Theses

A Bachelor's or Master's thesis can only be registered if you have acquired at least 120 credit points (Bachelor) or 60 credit points (Master), are not in the last attempt in any examination and, if applicable, have fulfilled all requirements of your Master's admission.

Please contact the Examinations Office in good time for information on the exact registration procedure.

11) Third attempts

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

You cannot register for a third examination attempt yourself via unisono. Please complete the form "Registration for examinations that cannot be registered via unisono" and send it to the examination office. When making the appointment, please make sure to state that this is your last attempt.

12) Required additional examinations in the Master of Computer Science and Computer Science

Additional examinations required to fulfill the conditions of your admission to the Master's degree programme have to be taken at the beginning of your studies.

PO 2012:

Until all required additional examinations have been passed, a maximum of 6 additional examinations can be taken as part of the Master's degree programme. All required additional examinations must be passed at the latest when registering for the 7th examination performance (other performances such as the project group or the seminar are **not affected by** this regulation).
An exception is the adaptation term that some students in medical informatics must take at the beginning of their Master's programme. In this case, the requirements must be completed by the registration of the Master's thesis at the latest.

FPO 2021:

The required additional examinations should be taken in the first two terms of the Master's degree programme and must be proven at the latest when registering the Master's thesis.

You cannot register for required additional examinations via unisono. Please complete the form "Registration for examinations that cannot be registered via unisono" and send it to the examination office.