Information sheet

For examination procedures (Bachelor’s and Master’s degree programmes)

Information on examination procedures

- **Overall information on examination procedures**: the central information pages of the Examination Offices (https://www.studium.uni-kiel.de/en/examinations/examination-procedure)
- **Subject-specific regulations**: information pages of the responsible Examination Offices (www.studium.uni-kiel.de/de/pruefungen/ba-ma)

Examination regulations

Please read the regulations that apply to your degree programme: www.studium.uni-kiel.de/de/pruefungen/ba-ma/ordnungen-ba-ma

Here you can find information such as which examinations you need to complete.

- Examination Procedure Regulations (Prüfungsverfahrensordnung, PVO) (comprehensive legal regulations on the examination procedure for Bachelor’s and Master’s degree programmes)
- Double-subject examination regulations (comprehensive regulations for two-subject degree programmes)
- Degree-specific examination regulations (Fachprüfungsordnung)

Your relevant Examination Office

The Examination Office for the department or the faculty which offers the corresponding module is responsible for managing the examination. You can find a link to the relevant Examination Offices in the list of examination regulations (www.studium.uni-kiel.de/de/pruefungen/ba-ma)

Examination procedure periods

Semester-specific timetable: https://www.studium.uni-kiel.de/en/examinations/timetables

Registration and cancellation periods

- 4-week period up until 2 weeks before the examination period
- Obligatory online registration in the CAU portal
- Cancellation is possible within the registration period. The cancellation period for written examinations/tests is extended until eight days before the examination date.

Checking admission

- After the registration period, you need to check whether you have been admitted to the examinations you registered for.
- During this phase, any problems which may arise can be clarified with the relevant Examination Office.

Examination periods

- There are two examination periods per semester for written and oral examinations.
  - **The 1st examination period** covers the last week of the lecture period + the first week of the lecture-free period
  - **The 2nd examination period** covers the last week of the lecture-free period + the first week of the lecture period of the next semester.
- Projects, seminar papers, presentations, protocols, assignments and so on will be conducted during the lecture periods or during the lecture-free periods.

Reviewing and announcing results

- You are obliged to check and review the examination results in the CAU portal. The results are considered to be announced once this period has passed.

*Please note the special dates* for the Institute of Electrical Engineering and Information Technology, the Institute for Materials Science and in the practical semester for the Master of Education.

Resitting examinations that have been failed

Regular resit opportunities

- A total of 3 regular examination attempts
- Renewed registration is necessary for resits
- Retattending the lectures may also be requested or recommended.

“Joker card attempt”

Detailed information on the “joker card procedure”: https://www.studium.uni-kiel.de/en/examinations/examination-procedure/joker

- If you fail an examination again in the 3rd attempt, you have the option (throughout your entire time at Kiel University) of applying for a 4th attempt for two examinations, (known as a “joker card application”).
- The application form is to be submitted to the Examination Office which is responsible for your degree programme.
- The deadline for joker card applications will be listed in the timetable for the relevant semester.

Illness during an examination

If you fail an examination again in the 3rd attempt, you have the option (throughout your entire time at Kiel University) of applying for a 4th attempt for two examinations, (known as a “joker card application”).

- If you are unable to attend an examination or continue an assignment due to illness, you need to inform the Examination Office of this immediately.
- Please note that “a simple sick note” is not sufficient, as this only certifies an inability to work, not the inability to sit an examination. Please use the withdrawal form and form certifying the student's inability to take the examination: https://www.studium.uni-kiel.de/en/examinations/examination-procedure/registration-cancellation

Missing an examination

Unexcused failure to attend an examination will result in this being considered “failed” and assessed as “not sufficient” (5.0). It will be counted as a failed attempt.

Proof of the level of achievement at the end of the 4th semester in accordance with Section 48 of the German Federal Training Assistance Act (BAföG)

If you receive financial assistance under BAföG, you must prove that the course of your studies has been normal or regular at the end of the 4th semester, in order to continue to receive the money. The BAföG Officer in your department can certify this for you. Please ask the department which level of achievement you need to reach by the end of the 4th semester in good time. More information can be found at https://www.studium.uni-kiel.de/en/examinations/bafog

Managing examinations online in the CAU portal

You can manage your examinations online in the CAU portal (log in using your stu-number): www.uni-kiel.de/hisinone.

- Examination registration and cancellation
- Information on registered examinations (checking admissions).
- Information on examination dates, times and rooms
- View examination results

Information on the following qualifications: state examinations, diplomas, magistrates and ecclesiastical qualifications - can be found here: www.studium.uni-kiel.de/de/pruefungen/andere/andere

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