

Info event exam registration December 2021



Christian-Albrechts-Universität zu Kiel

Maren Wixforth - Examination Office and Study Coordination

For organization:

After the end of the presentation, I will answer questions that you can ask in the "chat".

The presentation will be made available to you.



Examination Office

<https://www.agrar.uni-kiel.de/studium/pruefungsausschuesse>



Christian-Albrechts-Universität zu Kiel

Prüfungsamt der Agrar- und Ernährungswissenschaftlichen Fakultät
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24118 Kiel



Maren Wixforth
Study Coordination & Head



Susanne Ruhberg
Clerking



Nicole Dodt
Clerking

Examination Office



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- Opening hours: Monday through Thursday from 9-11 a.m.
- Unfortunately, due to the pandemic, contact this semester will certainly be more by phone or email. Complex questions are better addressed in a face-to-face meeting or by telephone.
- Please use your stu mail address and always include your matriculation number (on your student ID card on the page with your photo).
- All important messages will always be sent to your stu mail address. Please check any incoming mail regularly. Due to data protection regulations, the examination office may only correspond with stu mail addresses.
- **Corona ordinance can currently be found on the homepage of the CAU.**

Regulations and statutes



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Please refer to the subject examination regulations for the structure of your studies and special regulations for your subject (FPO):

<https://www.studium.uni-kiel.de/de/pruefungen/ba-ma/ordnungen-ba-ma>

General regulations on examination matters, valid for all Bachelor's and Master's degree programs at the University can be found in the Examination Procedure Regulations (PVO):

<https://www.studium.uni-kiel.de/de/textbausteine/pruefungsordnungen/pruefungsverfahrensordnung-satzung-der-cau-fuer-ba-und-ma>

All legislation for your studies can also be found through Campus Management <https://www.studium.uni-kiel.de/de/rechtsvorschriften> and on the Faculty website.

Compulsory attendance of courses Admission requirements for module examinations



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Internships, practical exercises or excursions are prerequisites for admission to the examination. Max. 1 date may be missed without excuse.

If further dates ($\leq 20\%$) are missed, the person responsible for the module may, on application, in justified (§ 52 paragraph 4 HSG) exceptional cases, determine substitute performances for the missed dates.

The following can be defined as admission requirements:

- regular attendance of the courses
- passed presentation (details in the respective courses)

If regular attendance of courses is required for admission to the examination you find that in the appendix of the FPO (subject examination regulations).

Prerequisites are shown in the module descriptions and the FPO.

Repetition, final failure and joker regulation



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(1) Failed exams can be repeated 2 times (3 attempts). Passed exams cannot be repeated.

(2) Joker: Students are granted a 3rd retest (4th attempt) for up to two exams each upon written application. Jokers you have already made in a previous study program at CAU will be credited.

(3) Deadline for the Joker:

https://www.studium.uni-kiel.de/en/examinations/timetables/examination-periods-winter-semester-2021-22-1?set_language=en

(Overview of the most important semester dates)

(5) A module examination is definitively failed if one of the required examinations has been assessed or is deemed to have been assessed as "insufficient" (from 5.0) or "failed" even in the last retest." This means the loss of the right to study and take examinations.

Import modules from other faculties



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Import modules from other faculties:

Please contact the responsible persons of the other faculty directly for subject-specific questions in these modules.

Examination periods



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2 Examination periods: Registration and withdrawal

1st examination period at the end of the semester

2nd examination period at the beginning of the following semester

3rd examination period (= 1st examination period), only modules of AEF

By registering, you decide in which examination period you would like to take oral examinations and written examinations; you must also register for catch-up examinations and repeat examinations.

There is no automatic registration.

All other examinations must be registered in the 1st examination period.

Each exam period has its own registration period.

When are exams possible? - Modules AEF



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All partial exams of a module of our faculty ("AEF" in the module code) can be registered for examination independently of each other:

Modules from the Wintersemester in February, March/April and July.

Modules from the Summersemester in July, October and February.

In the case of import modules from other faculties, the regulations apply of the other faculty.

Examination periods WiSe 2021/22

<https://www.uni-kiel.de/gf-praesidium/de/termine/semesterzeiten>



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CAU
Christian-Albrechts-Universität zu Kiel
Geschäftsführung Präsidium

Die Web- und Geschäftsleitung des Präsidiums - Termine - Semester- und Vorlesungszeiten

- Geschäftsführung Präsidium
- Gremien
- Rechtsangelegenheiten
- Wahlangelegenheiten
- Interner Dienstbetrieb
- Stiftungen
- Deutschlandfunk
- Zentrales Alumni Management
- Ehrungen
- Ethikkommission der CAU
- Studentische Vereinigungen
- Förderverein Alumni und Freunde der CAU e.V.
- Termine**
- Semester- und Vorlesungszeiten
- Semesterübersicht / Zentrale Veranstaltungen
- Sitzungen des Senats
- Sitzungen des Erweiterten Senats
- Sitzungen des Hochschulrats
- Sitzungen der Konvente
- Universitätskonferenz
- Hochschulpolitische Dokumente
- Ansprechpartner:innen

Semester- und Vorlesungszeiten

	SoSe 2021 *)	WiSe 2021/22	SoSe 2022
Semesterbeginn	01.04.2021	01.10.2021	01.04.2022
Semesterende	30.09.2021	31.03.2022	30.09.2022
Vorlesungsbeginn *)	06.04.2021 Nov. 18.4.2021 u. Folterte **)	18.10.2021	04.04.2022
Vorlesungsende *)	09.07.2021	18.02.2022	15.07.2022
Unterrichtsfrei		23.12.2021- 07.01.2022	
2. Prüfungszeitraum des Wintersemesters (für Bachelor- und Masterstudierende)	28.01.- 17.04.2021	04.10.- 23.10.2021	21.03.- 09.04.2022
1. Prüfungszeitraum des aktuellen Semesters (für Bachelor- und Masterstudierende)	02.08.- 21.08.2021	07.02.- 26.02.2022	

*) Die Vorlesungszeiten und Prüfungszeiträume für das Sommersemester 2022 und folgende befinden sich in der internen Abklärung und werden voraussichtlich Mitte November veröffentlicht werden.

**) Gemäß Prüfungsverfahrensordnung der CAU finden in Bachelor- und Masterstudiengängen während der Prüfungszeiträume keine Lehrveranstaltungen statt.

**) Im Sommersemester 2021 beginnt die Vorlesungszeit mit einer zweiwöchigen Überschneidung mit dem zweiten Prüfungszeitraum des Wintersemesters für Bachelor- und Masterstudierende. Deshalb beginnen die Lehrveranstaltungen für diese Studiengänge erst am 18.4.2021.

Am Ende der Vorlesungszeit des Sommersemesters 2021 gibt es keine Überschneidung mit Prüfungszeiträumen, sodass das Ende der Vorlesungszeit dem oben genannten Datum (9.7.2021) entspricht.

Weitere Hinweise auf der [CAU-Website](#) sowie auf den [Zentralen Informationsseiten der Prüfungsverwaltung](#).

Important dates of the semester

https://www.studium.uni-kiel.de/en/examinations/timestables?ext_language=en



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Examination Schedule Winter Semester 2020/2021 (Examinations of the Faculty of Agricultural and Nutritional Sciences in separate schedule)
 Please note: The regulations for the examinations of the Institute of Electrical and Information Engineering and the Institute for Material Science as well as the Master School Management are slightly different. Please find more information on page 2.

Winter Semester 2020/2021 – Time Schedule for the First Examination Period (EP 1)		
	Examiners	Students
Monday	20.12.2021	Beginning of registrations for exams of EP 1
Sunday	16.01.2022	End of registrations for exams of EP 1
		Withdrawal from written exams up to 8 days before date of exam
Monday	17.01.2022	Beginning of verification of registrations / binding admission
Friday	21.01.2022	End of verification of registrations / binding admission
Thursday	27.01.2022	Beginning of students' review of admissions (mandatory)
Friday	28.01.2022	End of students' review of admissions (mandatory)
Monday	07.02.2022	Beginning of examination period
Monday	07.02.2022	Beginning of examination marking / entry of results of EP 1
Friday	18.02.2022	End of lecturing period Winter Semester (from 7.2.2022 only examinations)
Saturday	26.02.2022	End of examination period
Wednesday	09.03.2022	End of examination marking / entry of results of EP 1
Monday	14.03.2022	Beginning of students' review of results of EP 1 (mandatory)
Friday	18.03.2022	End of students' review of results of EP 1 (mandatory)
Tuesday	19.04.2022	End of objection period
Tuesday	19.04.2022	Application deadline for 'examination joker card'
Winter Semester 2020/2021 – Time Schedule for the Second Examination Period (EP 2)		
	Examiners	Students
Monday	14.02.2022	Beginning of registrations for exams of EP 2
Sunday	13.03.2022	End of registrations for exams of EP 2
		Withdrawal from written exams up to 8 days before date of exam
Monday	14.03.2022	Beginning of verification of registrations / binding admission
Wednesday	16.03.2022	End of verification of registrations / binding admission
Thursday	17.03.2022	Beginning of students' review of admissions (mandatory)
Friday	18.03.2022	End of students' review of admissions (mandatory)
Monday	21.03.2022	Beginning of examination period
Monday	21.03.2022	Beginning of examination marking / entry of results of EP 2
Monday	04.04.2022	Begin of lecturing period Summer Semester
Saturday	09.04.2022	End of examination period
Friday	20.05.2022	End of examination marking / entry of results of EP 2
Monday	30.05.2022	Beginning of students' review of results of EP 2 (mandatory)
Friday	03.06.2022	End of students' review of results of EP 2 (mandatory)
Monday	04.07.2022	End of objection period
Monday	04.07.2022	Application deadline for 'examination joker card'
04.04.-16.04.2022	School holidays	

Organization of the AEF examination dates by the examination office



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Written Exams, Oral Exams:

Overview list of written exams and possible dates for oral exams:

<https://www.agrar.uni-kiel.de/de/studium/studierende/pruefungen>

The dates and rooms are published in UnivIS (Course Catalogue).

Campusportal – Bereich Prüfungen
<https://www.studium.uni-kiel.de/de/studium-organisieren/studienangelegenheiten>

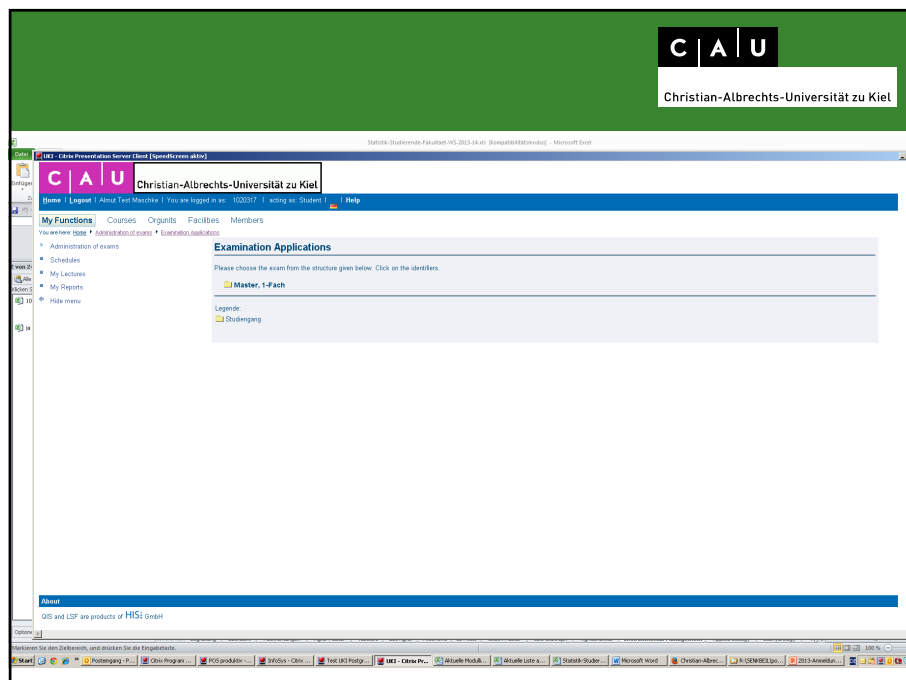
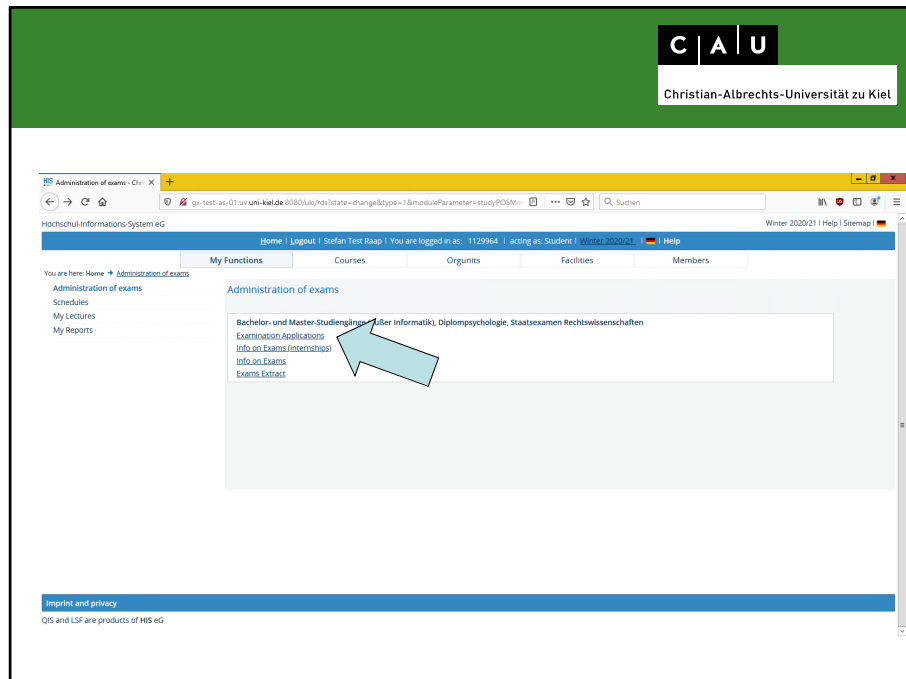
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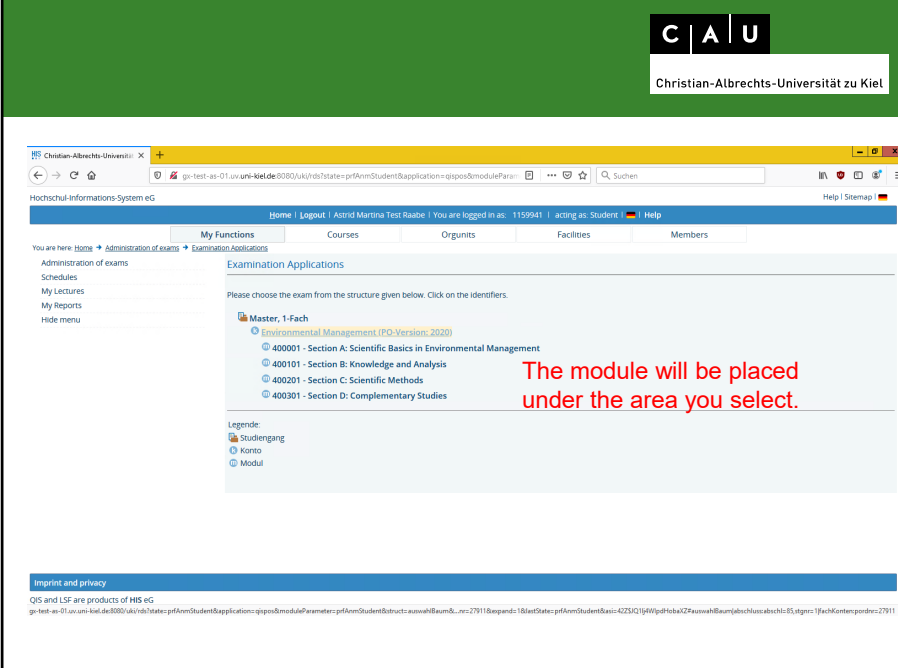
The screenshot shows the CAU Campusportal website. The header is green with the CAU logo and the text 'Christian-Albrechts-Universität zu Kiel'. Below the header, there's a navigation menu on the left with categories like 'Aktuelles', 'Studienangebot', 'Studienentscheidung', 'Bewerbung und Einschreibung', 'Studienbeginn', 'Studienorganisation', and 'Studienangelegenheiten'. The main content area is titled 'CAU-Portal (Campusmanagementsystem der Christian-Albrechts-Universität zu Kiel)'. It lists various services under 'Funktionalitäten' (Functionalities) and 'Kurzanleitungen' (Short instructions). A blue arrow points to the 'Online-Bewerbung' link under 'Funktionalitäten'.

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The screenshot shows the CAU login page. The header is green with the CAU logo and the text 'Christian-Albrechts-Universität zu Kiel'. Below the header, there's a login form with fields for 'Username' and 'Password', and a 'Login' button. The page also includes a 'Forgot your password?' link and a 'Help' link.





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Hochschul-Informationssystem eG

Home | Logout | Astrid Martina Test Raabe | You are logged in as: 1155941 | acting as: Student | Help

My Functions | Courses | Orgunits | Facilities | Members

You are here: Home → Administration of exams → Examination Applications

Administration of exams

- Schedules
- My Lectures
- My Reports
- Hide menu

Examination Applications

Please choose the exam from the structure given below. Click on the identifiers.

Master, 1-Fach

- Environmental Management (PO-Version: 2020)
 - 400001 - Section A: Scientific Basics in Environmental Management
 - 400101 - Section B: Knowledge and Analysis
 - 400201 - Section C: Scientific Methods
 - 400301 - Section D: Complementary Studies

Legende:

- Studengang
- Konto
- Modul

The module will be placed under the area you select.

Imprint and privacy

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ge-test-as-01.uni-kiel.de/3030/sa/ndb/tauer-prf/semStudent&application=qipus&moduleParam=prf/semStudent&struct=sa/ndb/tauer-prf/semStudent&bas=42234219466pofhok22Passwah&semjatochhousabochit:ELdgens:1fachKontempordrez27911

Withdrawal from an exam



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- Cancellation during registration and deregistration period
- only for written exams: up to 8 days before the date of the exam
- after that: valid reason
- Request for withdrawal for good cause according to PVO § 23 (2)
- Reasons asserted for withdrawal must be notified in writing **without delay** and must be made credible. The withdrawal must be submitted to the responsible examination office **within 4 working days** (including the day of the examination). The postmark is valid. Saturdays, Sundays and public holidays are not counted.
- Failure to appear or to perform in an examination will result in a failed attempt.
- For the withdrawal you need a form : https://www.agrar.uni-kiel.de/en/studies/students/forms?set_language=en

Withdrawal in case of illness

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- Withdrawal in case of illness
Application form plus certificate of incapacity for examination:
<https://www.studium.uni-kiel.de/de/pruefungen/pruefungsverfahren/ruecktritt>
- A "sick note" as presented to an employer, for example (certificate of incapacity for work), will not be accepted.
- In the case of illness of a child to be cared for and actually cared for by the examination candidate, a certificate for the illness of the child must be submitted in addition to the withdrawal form.
- Attention: A subsequent withdrawal for reasons that were already known at the time of the examination is not possible.

Agrar- und Ernährungswissenschaftliche Fakultät

Christian-Albrechts-Universität zu Kiel

**We wish you much success in the exams!
Have a great holiday season and a healthy and happy 2022.**

