Info event exam registration December 2021

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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.
• 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.

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

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

(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:
(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:

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

Examination periods:

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.
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

[Link to examination periods]

https://www.uni-kiel.de/gf-praesidium/de/termine/semesterzeiten
Important dates of the semester


Organization of the AEF examination dates by the examination office

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).
The module will be placed under the area you select.

Withdrawal from an exam

- 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](https://www.agrar.uni-kiel.de/en/studies/students/forms?set_language=en)
Withdrawal in case of illness

• 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.

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