

Info event exam registration December 2022



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" or oral.

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.
- Complex questions are better clarified in a personal conversation or on the phone.
- 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.

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.

https://www.studium.uni-kiel.de/en/examinations/examination-procedure/joker?set_language=en

(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.

Examination periods WiSe 2021/22
<https://www.uni-kiel.de/gf-praesidium/de/termina/semesterzeiten>

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Semester- und Vorlesungszeiten

	WiSe 2022/23	SoSe 2023	WiSe 2023/24	SoSe 2024
Semesterbeginn	01.10.2022	01.04.2023	01.10.2023	01.04.2024
Semesterende	31.03.2023	30.09.2023	31.03.2024	30.09.2024
Vorlesungsbeginn *)	17.10.2022	03.04.2023	16.10.2023	08.04.2024
Vorlesungsende *)	17.02.2023	14.07.2023	16.02.2024	19.07.2024
unberücksichtigt	24.12.2022-07.01.2023	-	27.12.2023-06.01.2024	-
2. Prüfungszeitraum des Semesters für Bachelor- und Masterstudiengänge	10.10.-22.10.2022	27.03.-08.04.2023	09.10.-21.10.2023	
1. Prüfungszeitraum des aktuellen Semesters für Bachelor- und Masterstudiengänge	13.02.-25.02.2023	10.07.-22.07.2023		

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

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

- Rechtsgrundlagen und weitere Hinweise
- Ferientermine

Important dates of the semester
https://www.studium.uni-kiel.de/en/examinations/important_dates

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Examination Schedule Winter Semester 2022/2023

Please note: The regulations for the examinations of the Institute of Electrical and Information Engineering and the Institute for Materials Science as well as the Master School Management are slightly different. Please find more information on page 2.

Winter Semester 2022/2023 – Time Schedule for the First Examination Period (EP 1)		Examiners	Students
Monday	02.01.2023		Beginning of registrations for exams of EP 1
Sunday	29.01.2023		End of registrations for exams of EP 1
			Withdrawal from written exams up to 8 days before date of exam
Monday	30.01.2023	Beginning of verification of registrations / binding admission	
Monday	06.02.2023	End of verification of registrations / binding admission	
Thursday	09.02.2023		Beginning of students' review of admissions (mandatory)
Friday	10.02.2023		End of students' review of admissions (mandatory)
Monday	13.02.2023		Beginning of examination period
Monday	13.02.2023	Beginning of examination marking / entry of results of EP 1	
Friday	17.02.2023		End of lecturing period Winter Semester (exams during the last week)
Saturday	25.02.2023		end of examination period
Wednesday	08.03.2023	End of examination marking / entry of results of EP 1	
Monday	13.03.2023		Beginning of students' review of results of EP 1 (mandatory)
Friday	17.03.2023		End of students' review of results of EP 1 (mandatory)
Tuesday	18.04.2023		End of objection period
Tuesday	18.04.2023		Application deadline for 'examination joker card'
Winter Semester 2022/2023 – Time Schedule for the Second Examination Period (EP 2)		Examiners	Students
Monday	13.02.2023		Beginning of registrations for exams of EP 2
Sunday	12.03.2023		End of registrations for exams of EP 2
			Withdrawal from written exams up to 8 days before date of exam
Monday	13.03.2023	Beginning of verification of registrations / binding admission	
Monday	20.03.2023	End of verification of registrations / binding admission	
Thursday	23.03.2023		Beginning of students' review of admissions (mandatory)
Friday	24.03.2023		End of students' review of admissions (mandatory)
Monday	27.03.2023		Beginning of examination Period
Monday	27.03.2023	Beginning of examination marking / entry of results of EP 2	
Monday	03.04.2023		Begin of lecturing period Summer Semester (exams during the first week)
Saturday	08.04.2023		End of examination period
Friday	26.05.2023	End of examination marking / entry of results of EP 2	
Monday	05.06.2023		Beginning of students' review of results of EP 2 (mandatory)
Friday	09.06.2023		End of students' review of results of EP 2 (mandatory)
Monday	10.07.2023		End of objection period
Monday	10.07.2023		Application deadline for 'examination joker card'
06.04.2023 - 22.04.2023 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).

Organisation oral exams:

Please let us know within the registration period (by Fri, 27th January 2023, 12pm or Fri, 10th March 2023, 12pm) if you are not available on certain days during the examination period.

We will try to take your wishes into account. There is no guarantee.

A subsequent postponement of the date is not possible.

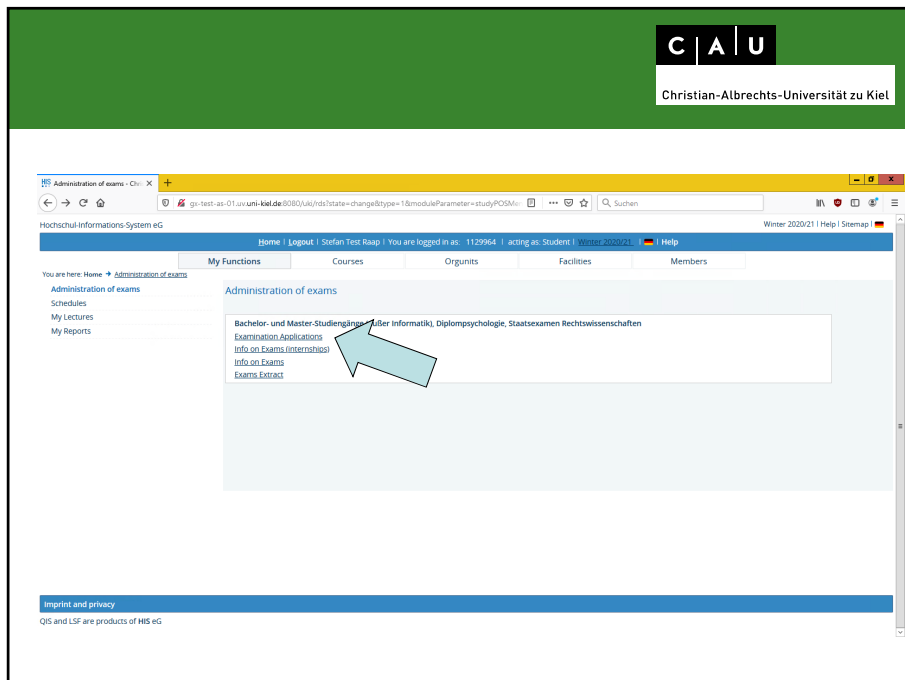
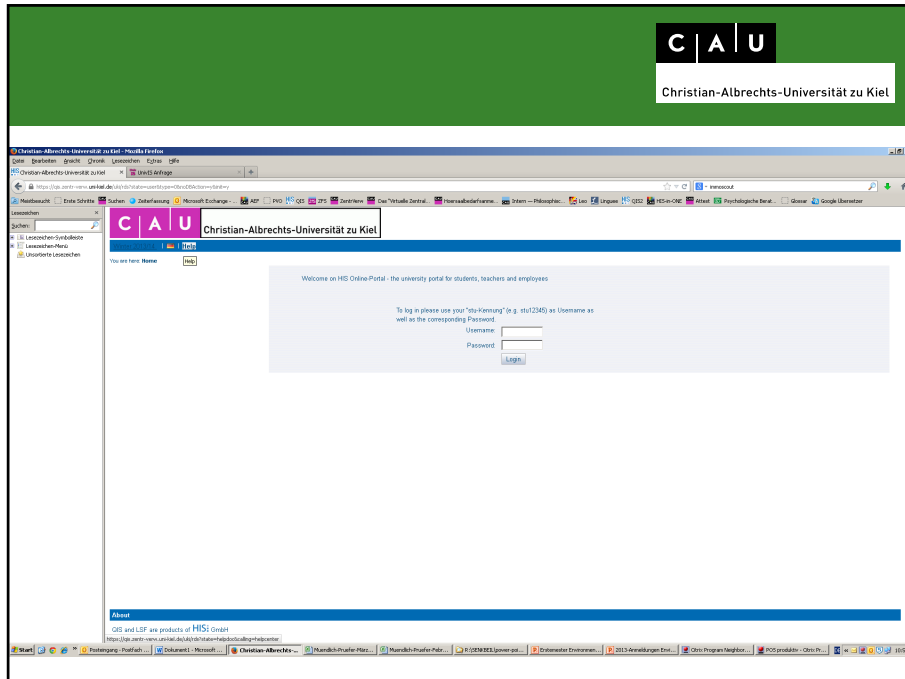
Campusportal – Bereich Prüfungen

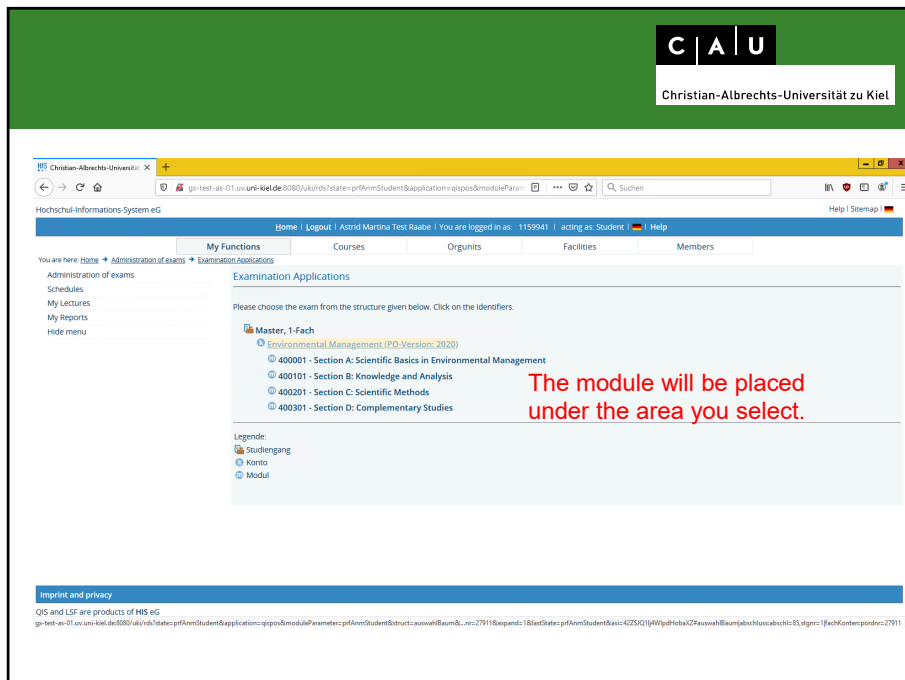
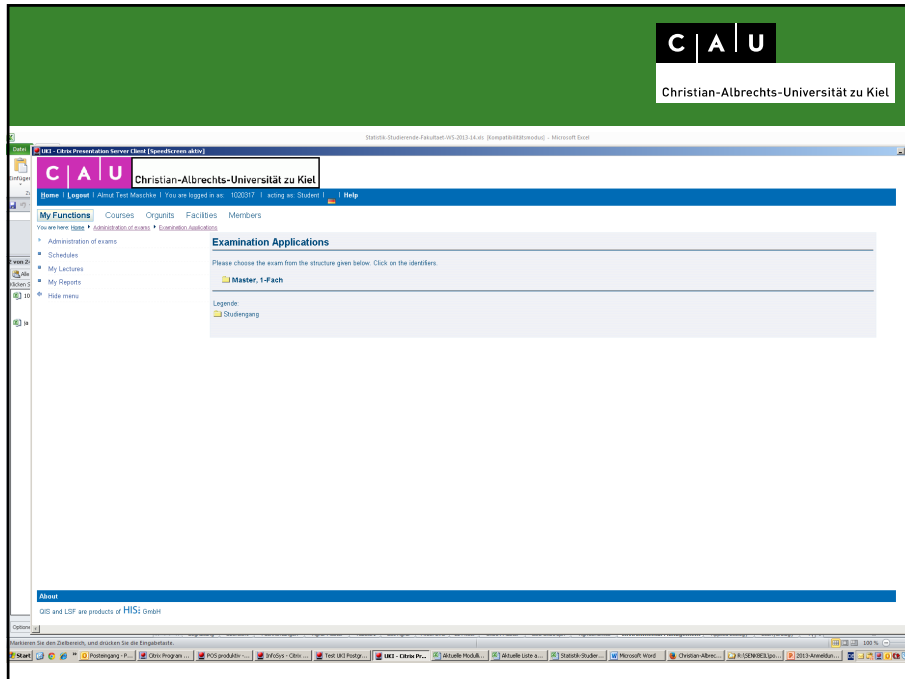
<https://www.studium.uni-kiel.de/de/studium-organisieren/studienangelegenheiten>



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The screenshot displays the CAU-Portal interface. The main content area is titled 'CAU-Portal (Campusmanagementsystem der Christian-Albrechts-Universität zu Kiel)'. It lists 'Funktionalitäten' for students, including online application and registration. A red box highlights the 'Link zum CAU-Portal: www.uni-kiel.de/hisnone'. The 'QuickLinks' sidebar on the right contains various navigation options, with a blue arrow pointing to the 'Prüfungen' link.





Withdrawal from an exam



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- Cancellation during registration and deregistration period
- only for written and oral exams: up to 8 days before the date of the exam
- after that: valid reason

https://www.studium.uni-kiel.de/en/examinations/examination-procedure/withdrawal?set_language=en

- Request for withdrawal for good cause according to Examination Procedure Regulations (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:
- 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 2023.**

