

Welcome Event CDI

# **Study Office at the Faculty of Education: Study Coordination & Examination Management**

Leipzig, 15 October 2024 Clemens Sett, Tina Tuchscheerer Study Office, Examination Management

#### **CONTENTS**

- 1. Study Office
- 2. Study Documents for Master's Programme CDI
- 3. Modules
- 4. Exams
- 5. Further Information

#### 1. STUDY OFFICE

 Organisational questions relating to your studies (module registration and deregistration, examinations, individual study plans, confirmations, etc.)

Study coordinators:



Website Study Office, Examination management:

https://www.erzwiss.uni-leipzig.de/en/studium/im-studium/pruefungen/pruefungsmanagement-masterstudiengaenge



Located in House 7, 1st floor:

#### 2. STUDY DOCUMENTS

Study regulations:

Information about duration of study, forms of teaching, structure and content of the programme

Examination regulations:

Information about taking exams

– Module descriptions:

Detailed information about content and scope of each module

Study schedule:

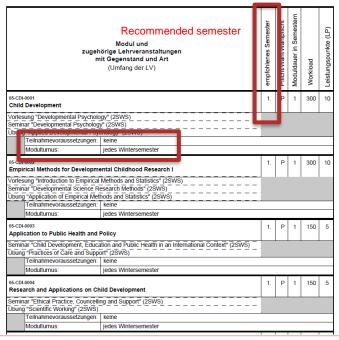
Default study plan, i.e. which module is ideally taken in which semester

All study documents are accessible via

https://amb.uni-leipzig.de/startseite-bekanntmachungen.html?kat\_id=6221 (2024)

#### 2. STUDY DOCUMENTS

Tabular form at the end of Study regulations and Examination regulations:



Modul/zugehörige Lehrveranstaltungen mit Gegenstand und Art (Umfang der LV)	empfohlenes Semester	Pflicht/Wahl/Wahlpflicht	Moduldauer in Semestern	Prüfungsvorleistung	n	Prüfungsleistung Art/Dauer Examination Type/Duration	Wichtung	Leistangspankte (LP)
05-CDI-0001 Child Development	1.	Р	1		Ī	Klausur 60 Min.	1	0
Vorlesung "Developmental Psychology" (2: Seminar "Developmental Psychology" (2: Übung "Applied Developmental Psycholo	SWS)		5)					
05-CDI-0002 Empirical Methods for Developmental Childhood Research I	1.	Р	1			Portfolio (2 Wochen nach Ende der Vorlesungszeit)	1	0
Vorlesung "Introduction to Empirical Metr Statistics" (2SWS) Seminar "Developmental Science Resea (2SWS) Übung "Application of Empirical Methods (2SWS)	rch Me	ethod						
05-CDI-0003 Application to Public Health and Policy	1.	Р	1			Projektarbeit: Präsentation (20 Min.) mit schriftlicher Ausarbeitung (4 Wochen)	1	5
Seminar "Child Development, Education Health in an International Context" (2SW: Übung "Practices of Care and Support" (2	S)							
05-CDI-0004 Research and Applications on Child Development	1.	Р	1			Projektarbeit: Präsentation (20 Min.) mit schriftlicher Ausarbeitung (4 Wochen)	1	5
Seminar "Ethical Practice, Councelling ar (2SWS) Übung "Scientific Working" (2SWS)	nd Su	pport			Ĺ			J

Participation requirements Module cycle

#### 3. MODULES

- Module = all courses and exam(s) belonging to the module > need to be taken in the semester the module is booked
- It is not possible to take courses or exams separately, only whole modules
- Registration for a module is simultaneously the registration for all parts of the module and the module examination; module examination must be taken in the semester in which the module was taken
- Deregistration from a module (and thus deregistration from the module examination) up to four weeks before the end of the lecture period (not the end of the semester!)
  - in WiSe 2024/25 this is 11 January 2025 (cut-off deadline)
  - The module must then be taken in full again, any work already done (presentations, papers, etc.) will be forfeited

#### 3. MODULE REGISTRATION

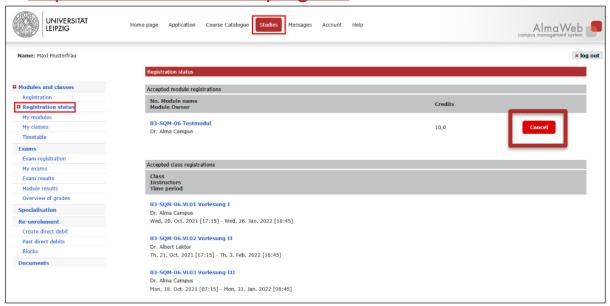
Via Booking System Tool: <a href="https://tool.uni-leipzig.de">https://tool.uni-leipzig.de</a>



- To register, you will need the university login and password that you received upon enrolment (see <a href="https://www.urz.uni-leipzig.de/en/service-catalogue/servicedetail/service/uni-login">https://www.urz.uni-leipzig.de/en/service-catalogue/servicedetail/service/uni-login</a>)
- After registration period (winter semester (WiSe) 2024/25: 30 Sep, 12 a.m. 7 Oct, 5 p.m.) registration data is transferred to Campus Management System AlmaWeb
- If you missed module registration for WiSe 2024/25: contact Clemens Sett at Study Office

#### 3. MODULE DEREGISTRATION

between 9 Oct 2024 and 11 Jan 2025 via campus management system
 AlmaWeb: <a href="https://almaweb.uni-leipzig.de/">https://almaweb.uni-leipzig.de/</a>



#### 4. EXAMS

- Examination dates are announced via AlmaWeb (menu item exams)
- Deregistration from the module examination only is <u>not</u> possible
- After expiry of the cut-off deadline (4 weeks before the end of the lecture period), it is no longer possible to deregister from a module; module examinations must be taken
- Late Withdrawal from the examination/postponement only possible in special exceptional cases > must be applied for in written form with detailed reasons and corresponding evidence to the examination board

#### 4. SICK ON EXAM DAY - WHAT TO DO?

- In the case of oral examinations or examinations with an oral component,
   please inform the examiner as soon as possible
- Submit the doctor's sick note together with the completed "Accompanying form for sick leave" (available on the Examination Management website) to the Study Office (Mr Sett) within 3 working days (also possible by email from student mail account)
- If "copy for employer" is no longer issued by the doctor, submit "copy for insured person"; important: make diagnosis code unrecognisable!

### 4. SICK ON EXAM DAY - WHAT TO DO?



Faculty of Education Study Office

#### Accompanying form for sick leave

Name(s), First name(s):		
Matriculation number:		
Degree programme:		
Module number:	Part of exam (if applicable):	Exam date:
lease enclose this completed for	m with your sick note. Further information is not re	equired.
our sick note is stored in AlmaV ortfolios, etc. yourself in AlmaV	Web. Please check the new deadline for term paper Web.	s, project work,
tue to the sick leave, you are aut	omatically registered for written or oral exams for	the next possible exam



date. Please inform yourself independently at the institutes about the re-exam dates. In the case of term papers, portfolios, etc., the deadline is postponed by the days of sick leave.

Send form & sick note (AU certificate) by post to: Universität Leipzig, Erzielungswissenschaftliche Falsultz, Studiesbiro, Herm Clemen Sert, IPF 10001, 04081 Leipzig or by small to str@juni-leipzig

Krankenkasse bas Kostenbi AOK Rheinland		03	Arbeitsunfähigkeits- 1
Name, Vorname des Versich	erten		bescheinigung
Königsstein		geb. am	bescheningung
Ludger		22.06.1935	Erstbescheinigung
Musterstr. 1 10623 Berlin			
Koolenträgerkennung	Versicherten-Nr.	Otatus	Folgebescheinigung
104212059	X234567890		Der angegebenen Krankenkasse wird unverzöglich eine
Betriebsstätten Nr.	Ar#Nr. 838382202	Datum  03.02.2020	Bescheinigung über die Arbeitsunfähigkeit mit Ängaben über die Diagnose sowie die voraussichtliche Dauer der Arbeitsunfähigkeit übersandt.
Arbeitsunfall, Arbei folgen, Berufskrank	tsunfall-	em Durchgangsarzt ugewiesen	Hausarztpraxis Dr. 10pp-Gluckiic
Arbeitsunfall, Arbei folgen, Berufsarah  arbeitsunfall, Berufsarah  arbeitsunfall  voraussichtlich arbeitsunf  bis einschließen oder leb  Tag der Arbeitsunfähigkei  festgestell am  sonstiger Unfall,  Unfallfolgen	anig der	em Durchgangsandt ugewissen 28.02.2020 03.02.2020	Mauserstyraxis Dr. Topp-Glücklic Musterstr. 2 10623 Berlin Tel: 0301234567 Dr. med. Hans Topp-Glücklich Kausarrt 8383822007
toigen, berufskrans arbeitsunfähig seit voraussiontlich arbeitsunf toig einschließlich deur leib Tag der Arbeitsunfähigkeit festigestellt am unfalförigen	anig der	28.02.2020 03.02.2020	Musterstr. 2 10623 Berlin Tel: 0301234567 Dr. med. Hans Topp-Glücklich Hausarrt 338382202

#### 4. SICK ON EXAM DAY - WHAT TO DO?

- The sickness notification is booked in AlmaWeb
- You will be automatically registered for the next possible examination date
- Deadlines for written individual examinations (e.g. term papers) are postponed by the days of sick leave
- Oral examinations and examinations with an oral component: Please enquire with the examiner about the next possible examination date

#### 4. RESULTS / PASS / FAIL

A total of 3 examination attempts per examination:

- Regular exam / 1st attempt
  - in the semester in which the module was taken
- 1st retake / 2nd attempt:
  - within one year from the announcement of the examination result
  - register at the Study Office at least 2 weeks before the examination date
- 2nd retake / 3rd attempt:
  - due at the next possible examination date
  - must be applied for in written form to the Examination Board (at the latest 4 weeks before the examination date)

#### 5. FURTHER INFORMATION

- Information on module registration, setting up WiFi, library, etc. on the Faculty's study start pages: <a href="https://www.erzwiss.uni-leipzig.de/studium/im-studium/studienstart/studienstart-masterstudiengaenge">https://www.erzwiss.uni-leipzig.de/studium/im-studium/studienstart/studienstart-masterstudiengaenge</a>
- Information on module examinations, deadlines, the Master's thesis procedure, forms as well as links to study and examination regulations, Examination Boards, etc. on the Examination Management pages:
   <a href="https://www.erzwiss.uni-leipzig.de/en/studium/im-studium/pruefungen/pruefungsmanagement-masterstudiengaenge">https://www.erzwiss.uni-leipzig.de/en/studium/im-studium/pruefungen/pruefungsmanagement-masterstudiengaenge</a>
- Information on Getting Started from the International Office: <a href="https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/during-your-studies/getting-started">https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/during-your-studies/getting-started</a>



## **THANK YOU! QUESTIONS?**

**Clemens Sett, Tina Tuchscheerer** 

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<u>www.erzwiss.uni-leipzig.de/studium/im-</u> <u>studium/pruefungen/pruefungsmanagement-masterstudiengaenge</u>