



UNIVERSITÄT
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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

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1. STUDY OFFICE

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



Clemens Setz
Studienkoordinator



Tina Tuchscheerer
Studienkoordinatorin

- 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 und zugehörige Lehrveranstaltungen mit Gegenstand und Art (Umfang der LV)		empfohlenes Semester	Pflicht/Wahl/Wahlpflicht	Moduldauer in Semestern	Workload	Leistungspunkte (LP)
05-CDI-0001 Child Development Vorlesung "Developmental Psychology" (2SWS) Seminar "Developmental Psychology" (2SWS) Übung "Applied Developmental Psychology" (2SWS)		1.	P	1	300	10
Teilnahmevoraussetzungen: keine Modulturnus: jedes Wintersemester						
05-CDI-0002 Empirical Methods for Developmental Childhood Research I Vorlesung "Introduction to Empirical Methods and Statistics" (2SWS) Seminar "Developmental Science Research Methods" (2SWS) Übung "Application of Empirical Methods and Statistics" (2SWS)		1.	P	1	300	10
Teilnahmevoraussetzungen: keine Modulturnus: jedes Wintersemester						
05-CDI-0003 Application to Public Health and Policy Seminar "Child Development, Education and Public Health in an International Context" (2SWS) Übung "Practices of Care and Support" (2SWS)		1.	P	1	150	5
Teilnahmevoraussetzungen: keine Modulturnus: jedes Wintersemester						
05-CDI-0004 Research and Applications on Child Development Seminar "Ethical Practice, Counselling and Support" (2SWS) Übung "Scientific Working" (2SWS)		1.	P	1	150	5
Teilnahmevoraussetzungen: keine Modulturnus: jedes Wintersemester						

Participation requirements
Module cycle

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

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*: <https://tool.uni-leipzig.de>



- To register, you will need the university login and password that you received upon enrolment (see <https://www.urz.uni-leipzig.de/en/service-catalogue/servicedetail/service/uni-login>)
- 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*: <https://almaweb.uni-leipzig.de/>

The screenshot shows the AlmaWeb interface for a user named Maxi Musterfrau. The 'Studies' menu item is highlighted. The 'Registration status' tab is active, displaying a table of accepted module registrations. A red box highlights the 'Cancel' button next to the first entry.

No.	Module name	Module Owner	Credits
03-SQM-06	Testmodul	Dr. Alma Campus	10,0

Accepted class registrations

Class	Instructors	Time period
03-SQM-06.VL01	Vorlesung I	Dr. Alma Campus
		Wed, 20. Oct. 2021 [17:15] - Wed, 26. Jan. 2022 [18:45]
03-SQM-06.VL02	Vorlesung II	Dr. Albert Lektor
		Th, 21. Oct. 2021 [17:15] - Th, 3. Feb. 2022 [18:45]
03-SQM-06.VL03	Vorlesung III	Dr. Alma Campus
		Mon, 18. Oct. 2021 [07:15] - Mon, 31. Jan. 2022 [08:45]

4. EXAMS

- Examination dates are announced via AlmaWeb (menu item exams)
- Deregistration from the module examination only is not 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?



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Leipzig University
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:



Universität des Saarlandes AOK Rheinland/Hamburg 03 Name, Vorname des Versicherten Königstein ges. an Lüdger 22.06.1935 Musterstr. 1 10623 Berlin Versicherungsnummer 104212059 M334567890 Status Beamtenschein Nr. 838382202 Datum 03.02.2020		Arbeitsunfähigkeits- 1 bescheinigung <input type="checkbox"/> Erstbescheinigung <input checked="" type="checkbox"/> Folgebescheinigung Der angegebene Krankheitsfall wird anlässlich einer Bescheinigung über die Arbeitsunfähigkeit im Anhang über die Diagnose sowie die voraussichtliche Dauer der Arbeitsunfähigkeit besandt.
<input type="checkbox"/> Arbeitsunfähigkeits- folgen, Beschäftigter arbeitsunfähig seit voraussichtlicher Ausdauerung bis einschließlich oder später Tag der Arbeitsunfähigkeit festgesetzt am <input type="checkbox"/> sonstiger Unfall, Unfalltag	<input type="checkbox"/> dem Durchgangsarzt zugewiesen 28.02.2020 03.02.2020	Hausarztpraxis Dr. Topp-Glücklich Musterstr. 2 10623 Berlin Tel.: 0301234567 Dr. med. Hans Topp-Glücklich Hausarzt 838382202 0301234567 (Telefonat des Arztes)
Ausfertigung zur Vorlage beim Arbeitgeber		
Dokumentennummer: 1.02 Dokumententyp: 4010		FÜR DEN: KIP/HR/HR/HR/HR 0301234567 (03-400-60406232)

Please enclose this completed form with your sick note. Further information is not required.

Your sick note is stored in AlmaWeb. Please check the new deadline for term papers, project work, portfolios, etc. yourself in AlmaWeb.

Due to the sick leave, you are automatically 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 paper, portfolio, etc., the deadline is postponed by the days of sick leave.

Send form & sick note (AU certificate) by post to: Universität Leipzig, Erziehungs- und wissenschaftliche Fakultät,
 Studiensekretariat, Herrn Clausen, Postfach 110001, 04081 Leipzig
 or by email to sem@uni-leipzig.de

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: <https://www.erzwiss.uni-leipzig.de/studium/im-studium/studienstart/studienstart-masterstudiengaenge>
- 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: <https://www.erzwiss.uni-leipzig.de/en/studium/im-studium/pruefungen/pruefungsmanagement-masterstudiengaenge>
- Information on Getting Started from the International Office: <https://www.uni-leipzig.de/en/international/studying-at-leipzig-university/during-your-studies/getting-started>



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THANK YOU! QUESTIONS?

Clemens Sett, Tina Tuchscheerer

Study Office, Examination Management

Marschnerstr. 29 a, 04109 Leipzig, House 7, Room 105, 106

studkoor.master.ewi@uni-leipzig.de

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