Welcome Event CDI

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

Leipzig, 15 October 2024

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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: Located in House 7, 1st floor:

Clemens Sett
Studienkoordinator

Tina Tuchscheerer
Studienkoordinatorin

– Website Study Office, Examination management:
   https://www.erzwiss.uni-leipzig.de/en/studium/im-studium/pruefungen/pruefungsmanagement-masterstudiengaenge

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
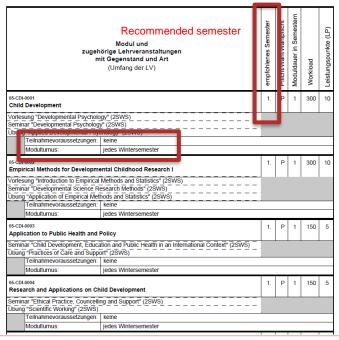
– Study schedule:

   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:

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 <u>end of the lecture period</u> (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
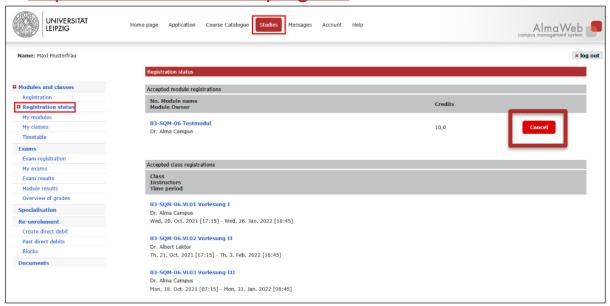
3. MODULE REGISTRATION

– 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/

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?

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‒ 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

Faculty of Education, Study Office, Study Coordination & Examination Management

THANK YOU! QUESTIONS?

Clemens Sett, Tina Tuchscheerer

Study Office, Examination Management

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