

Important information regarding examination matters for students of the master degree program Electrical Engineering in the winter term 2023/2024

Dates and deadlines

Registration for written examinations should be done in unisono from November, 20th 2023 up to 14 days before the date of the relative written examination (unisono system calculates the exact time depending on the beginning time of the examination!).

Registration for oral examinations (online registration in unisono and subsequent agreement on the date with the examiner) should be done **seven days before the date of the oral examination at the latest**. Regular withdrawal from the examinations is possible seven days before the date of examinations at the latest.

The deadlines mentioned are **hard**; registration after the deadline is only possible in **justified cases of hardship**. The application should be submitted in written form to the examination board via the examination office. The examination board must approve the application.

Please be aware of **different deadlines** for the registration of the examinations organized by other departments or faculties. Please contact the responsible examination office of the organizing department/faculty for more information.

1) Registration for study achievements and examinations

With the exception of the final thesis, free attempts and third attempts students have to register for the examinations and other academic achievements online via unisono. Academic achievements have an ending "-S" (e.g. "4ETMA104-S1").

Every examination and academic achievement must be registered in due time.

All academic achievements must be registered in unisono until January, 5th 2024! After that, registration is only possible upon hardship application!

If your registration is successful, you will automatically receive a message from unisono system. In case of problems or failure please contact the examination office immediately!

Academic achievements shall not be booked in unisono without a registration.

A registration for an examination or a study achievement is **not** linked to the registration for the corresponding lecture, laboratory or exercises. Students have to register for lectures, laboratories, exercises and the respective academic achievements and examinations separately via unisono.

For example:

▼	🌱 Signals and Systems Module		4ETMA200
▼	📖 Signals and Systems I (Vorlesung)	Lecture Group	4ETMA200-VG1
●	📖 Signals and Systems I	Lecture	43NTS1000V
▼	📖 Signals and Systems I (Übung)	Lecture Group	4ETMA200-VG2
●	📖 Signals and Systems I	Lecture	43NTS1100V
●	🏆 Signals and Systems I	examination	4ETMA200-P
●	📖 Studienleistung Signals and Systems I	Course Achievement	4ETMA200-S

2) Registration for written examinations

Registration for written examinations is possible through unisono from **November, 20th 2023 until 14 days before the date of the respective written examination** (unisono system calculates the time exactly according to the beginning time of the examination!). If a registration via unisono is not possible due to technical reasons, please contact the examination office immediately. It is helpful to make a screenshot of a failure message.

3) Registration for oral examinations

Registration for oral examinations should be done through unisono in good time, nevertheless at least 7 days before the examination date.

Once a registration in unisono is done, students must arrange an examination date with the responsible examiner.

If the examination can't take place in the current semester, please deregister from it in due time and register in the new semester.

4) Free attempts

Free attempts can't be registered via unisono. They must be registered through to the examination office. Please use the form "[Registration for examinations that can't be registered in unisono](#)".

According to the examination regulations 2023 (FPO 2023) a maximum of 3 examinations which have not yet been repeated in accordance with § 12 Paragraph 5 RPO-M and which have been taken within the standard period of study can be

evaluated and repeated as a free attempt upon application by the student to the Electrical Engineering examination board. **This means that a free attempt can only be done after the first attempt.**

An oral examination must be repeated within six months, all other examinations at the next possible date; otherwise, the right to the free attempt is forfeited. A second free attempt for the same examination performance is excluded.

An examination that has been declared failed due to irregular behavior, in particular an attempt to deceive, cannot be counted as a free attempt.

5) Study achievements and prerequisite achievements for examinations

Students should enquire about possible study achievements or prerequisite achievements at the beginning of the semester. These achievements have to be registered for in unisono. The respective lecturer will announce the deadlines for the registration.

Should a study achievement or a prerequisite achievement not be completed while registering for an examination, students might nevertheless be able to get registered for the respective examination in unisono. However, the examination can only be done provided the corresponding achievements are successfully completed.

Exact requirements regarding admission to examinations and completion of modules can be found in the module handbook descriptions.

6) Regular withdrawal from examinations / withdrawal due to a sick note

A regular withdrawal from examinations is possible in unisono up to 7 days before the examination date. Please note that unisono system calculates this deadline based on the beginning time of the exam.

In case of an illness please provide the examination office with the medical certificate together with the "[withdrawal form](#)" by e-mail as a PDF or by the regular mail **within three working days** after the relevant examination date. If submitted by regular mail, the date of the postmark is valid.

7) Deregistration from examinations and all other academic achievements at the end of the semester

Registered oral examinations, prerequisite achievements and all other academic achievements which can't be done or completed in the registered semester must be deregistered no later **than 8 days before the end of the semester**. These registrations shall not be transferred to the following semester and thus it shall no longer be possible to deregister or re-register in the following semester. **In this case you shall automatically be given a "not appeared"="failed" (for graded performances this means a grade of 5.0 "failed").**

8) Theses

A master's thesis can only be registered if all the compulsory modules have been successfully completed, at least 60 credit points have been achieved and there is no third attempt in any examination.

Please inform yourself in good time about the exact registration procedure at the examination office. Further details can be found on the homepage of the examination office.

9) Third attempts

A third examination attempt is usually conducted in the form of an oral examination.

Third attempts have to be registered through the examination office. Please submit the application form "[Registration for examinations that cannot be registered via unisono](#)" to the examination office. The responsible chair should be informed about the last attempt particularly.