

Dates and deadlines for students of the Mechatronics degree programme in Winter Term 2023

Dates and deadlines

- ***Registration for the written examinations from 20 November 2023 until 14 days before the written examination (will be calculated in unisono on the exact date!).***
- ***Registration for the oral examination (online registration in unisono and subsequent appointment with the examiner): at the latest 7 days before the oral examination.***
- ***Deregistration from examinations without medical certificate: at the latest 7 days before the examination.***
- ***Cancellation of examinations with medical certificate: immediately, at the latest 3 working days after the respective examination.***

Registration after the deadline is only possible in justified cases of hardship. The application must be submitted in writing via the examination office to the responsible examination board.

The examination board must approve the application.

Please note the different deadlines if the examinations are organised by other departments or faculties. Information on this can be obtained from the responsible examination office of the respective department.

1) Registration for academic achievements and examinations

With the exception of the final thesis and third attempts, students register online via unisono. You can recognise academic achievements in unisono by an ending with "-S" or "S1" (e.g. "123456-S"). Every examination, academic achievements and every preliminary examination must be registered in advance.

If your registration is successful, you will automatically receive a message through unisono. If your registration is not successful, please contact the examination office immediately.

No achievement/exam will be booked without registration.

The above registrations are not linked to the registration for the corresponding course! This means that registration for a course is not a prerequisite for an examination or an academic achievement. However, this also means that registering for a course is not the same as registering for an academic achievement, a preliminary examination or an examination. You must register separately for each of these achievements.

2) Registration for written examinations

Registration for written examinations takes place online up to 14 days before the respective written examination (unisono calculates to the exact day!). If registration via unisono was not possible for technical reasons, please contact the Examinations Office immediately with the error message to clarify the situation.

3) Registration for oral examination

Registration for oral examinations (online via unisono) must be made at least 7 days before the examination date, preferably well in advance.

After registering for the examination in unisono in due time, you must arrange an examination date with the respective examiner.

If the examination can only take place in the following semester, please deregister in the current semester and register in the new semester (see no. 7).

The regulations for registering for free attempts can be found under No. 4 (only valid for PO2013), those for third-party attempts under No. 9.

4) Free attempts

PO 2013:

Free attempts cannot be registered via unisono. They must be registered with the Examinations Office by e-mail. Please use the form [Registration for the examinations which can't be done through unisono](#)

The general registration deadlines apply, see points 2) and 3).

Please note that an examination must be repeated as a free attempt within 6 months, in case of a failed examination in the following semester at the next possible date, otherwise the right to the free attempt expires.

A free attempt for an examination is possible after the first or the second attempt according to the PO 2013.

FPO 2023:

A free attempt for an examination is not possible according to the FPO 2023.

5) Academic achievements and preliminary examination

At the beginning of the semester, check the module description to see whether a course credit or a preliminary examination credit must be completed in the module. If so, you must register for this performance together (see also No. 1). The deadlines will be announced by the respective lecturers. If you realise in the course of the semester that you will not be able to successfully complete the course work or preliminary examination work in an elective module, deregister from this course work again in unisono!

PO 2013:

If you have not yet fulfilled a required preliminary examination when registering for an examination, you may be admitted to the examination conditionally, but you may only take the examination if you have successfully fulfilled the preliminary examination by the examination date. If you have not fulfilled the preliminary examination, you must deregister from the examination immediately.

FPO 2023:

You can only register for the examination if your preliminary examination has been assessed as passed by the examiner.

6) Deregistration /Notification of illness

A regular withdrawal from exams (i.e. without a medical certificate) is possible in unisono up to 7 days before the exam. Please note that unisono calculates this deadline based on the actual time of the exam.

PO 2013:

In case of an illness, students have to provide the examination office with the original medical certificate along with the deregistration form (can be found under [deregistration form](#)

within 5 working days after the date of the missed exam. If submitted by post, the date of the postmark applies.

FPO 2023:

The following applies in the case of illness: A withdrawal (please use the [deregistration form](#) for this) must be submitted to the examination office in writing or by e-mail as a PDF within three working days of the examination together with the medical certificate. If submitted by post, the date of the postmark applies.

Please don't send the sick note to the examiner's chair.

7) Deregistration from examinations, preliminary examinations or academic achievements at end of the semester

Registered oral examinations, preliminary examinations or academic achievements that will no longer take place or be completed in the registered semester must be deregistered no later than 8

days before the end of the semester. Registrations for examinations, preliminary examinations and academic achievements that are not taken will not be carried over into the following semester and it will then no longer be possible to deregister or re-register in the following semester. At the beginning of the following semester, you will automatically be given a "not appeared" (NE) (for graded achievements, this means a grade of 5.0).

8) Master's thesis

PO: 2013:

You can only register for a Master's thesis if you have acquired at least 80 credit points and are not in any examination in the last attempt.

FPO: 2023

You can only register for a Master's thesis if you have acquired at least 60 credit points and are not in any examination in the last attempt.

Please contact the Examinations Office in good time to find out about the exact registration procedure. *ber den genauen Ablauf der Anmeldung informieren Sie sich bitte rechtzeitig beim Prüfungsamt.*

9) Third attempts

PO 2013:

A third examination attempt is conducted in the form of an oral examination. *in dritter Prüfungsversuch wird in Form einer mündlichen Prüfung durchgeführt.*

You cannot register a third examination attempt yourself via unisono. Please fill in the form

[Registration for the examinations which can't be done through unisono](#)

completely and send it to the examination office. When making an appointment with the chair, please be sure to state that this is your last attempt.

FPO 2023:

A third examination attempt is conducted in the form in which the examination is advertised in the respective semester.

You cannot register a third examination attempt yourself via unisono. Please fill in the form

[Registration for the examinations which can't be done through unisono](#)

completely and send it to the examination office. When making an appointment with the chair, please be sure to state that this is your last attempt.

10) Oral exams in supplement (extension exams)

PO 2013:

In case of a failed first written subject exam or failed written repeated subject exam students have the opportunity to take an oral exam in supplement, which should be normally held within 4 weeks after the disclosure of the grades of the respective written exam. A successful oral exam in supplement can be assessed with a grade 4,0 "adequate" only. We kindly ask you to contact the examination office per E-Mail if you would like to use this option.

FPO 2023:

An oral supplementary examination is not possible according to the FPO 2023.

11) Additional modules

Additional modules cannot be added or exchanged in the compulsory subject block post hoc.

12) Examination rules:

[Examination rules](#)