

Examination matters in Winter term 2023

Deadlines

Registration for written exams should be done through unisono from **November, 20th 2023 until 14 days before the respective written examination. Registration for oral exams** (at first, students have to sign in for the respective exam through unisono and after that they have to agree with the responsible professor on an appointment) should be done **one week prior to the date of the relevant exam at the latest**. Please keep in mind that there may be different deadlines for the exams held by other departments or faculties. Please contact the responsible examination offices for further details. An extraordinary registration might be only permitted based on a hardship case request.

1. Examination registration

All academic achievements, excluding theses, improvements (free attempts) and third attempts should be registered through unisono in good time. It might be helpful to make screenshots of the messages (for example of the registration confirmation or errors) while signing in through unisono. The registrations for exams should be done separately from the registrations for the respective lectures or preliminary examinations. Please note that a registration for a lecture is not a requirement or a registration for an exam.

2. Registration for written exams

Registration for written exams should be done through unisono from **November, 20th 2023 until 14 days before the respective written examination**. Should you face any technical problems with the registration, please contact the responsible examination office immediately, the next working day at the latest. Improvements (free attempts) for the written exams held by the Department Electrical Engineering and Computer Science and also by other departments have to be registered during the registration period from November, 20th 2023 until 14 days before the respective written examination in the responsible examination office by submission of the registration form (can be found on the homepage of the examination office) per e-mail and / or per regular mail. Please fill out the registration form (can be found on our homepage:

https://www.eti.uni-siegen.de/dekanat/studium/pruefungsaemter/dokumente/formulare/registration_exams_not_in_unisono.pdf

sign it and submit it to the examination office per e-mail.

3. Exam prerequisites

Please ask the responsible teachers at the beginning of each term whether there are any certain exam prerequisites (Prüfungsvorleistungen). It is necessary to get registered for the exam prerequisites through unisono in good time. (please see No. 1). The registration deadlines shall be set by the responsible examiners. In case you have not delivered an exam prerequisite while getting registered for the relevant exam, you shall be admitted to this exam conditionally. It means you can take the exam only after you have delivered the relevant exam prerequisite.

4. Registration for oral exams

Registration for oral exams has to be done online through unisono seven days prior to the date of the relevant exam at the latest! After the online registration students should contact the responsible examiner in order to agree on an appointment. In case of the third attempt the registration must be done by the examination office (please see no.7) or per regular mail (e-mail)! Please contact the Examination Office.

Improvements (free attempts) should be done within 6 months after the last attempt and should be registered by the examination office. Please contact the Examination Office.

5. Oral exams in supplement (extension exams)

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.

6. Deregistration of oral exams / project groups

Please make sure that you get deregistered from oral exams / project groups through unisono in case if these exams shall take place in the next term and not in the current term. Otherwise you shall not be able to get registered for the required term.

7. Seminars, student placements and project groups

The registration should be done through unisono. The deadlines shall be announced by the responsible chairs.

8. Third attempts

According to § 26 section 1 „Resitting subject exams“ of the General Rules for exams a third exam attempt is allowed in the form of an oral exam. Third attempts can't be registered through unisono. Please inform both the examiner and the examination office in case of a third attempt. Please fill out the registration form can be found on our homepage:

https://www.eti.uni-siegen.de/dekanat/studium/pruefungsaemter/dokumente/formulare/registration_exams_not_in_unisono.pdf

sign it (both the student and the chair) and submit it to the examination office per e-mail.

9. Improvements

Improvements in written exams must be directly taken in the next term. Improvements in oral exams should be done within 6 months after the last attempt. The registration for all improvements should be done in the examination office per email within the registration deadlines (November, 20th 2023 until 14 days before the respective written examination). Please fill out the registration form can be found on our homepage:

https://www.eti.uni-siegen.de/dekanat/studium/pruefungsaemter/dokumente/formulare/registration_exams_not_in_unisono.pdf

sign it (both the student and the chair) and submit it to the examination office per e-mail.

10. Deregistration / Withdrawal with a medical certificate

Deregistration from the examinations without an attestation is possible up to 7 days before the examination.

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:

<https://www.eti.uni-siegen.de/dekanat/studium/pruefungsaemter/dokumente/formulare/withdrawl.pdf>

within 5 working days after the date of the missed exam.

11. Master thesis

Master theses cannot be started until the candidate has earned at least 80 credit points in the master's exam and has only one attempt left in any subject exam. The registration form (can be found on the homepage of the examination office under "Registration for examination in Mechatronics") should be filled out on a PC, signed by both the examiner and the candidate and submitted to the responsible examination office promptly. The registration form should be sent to the responsible examination office via e-mail and the original one via regular mail. The registration should be confirmed by the responsible examiner per e-mail as well. The regular time frame for the completion of a master thesis is 6 months. Two hard copies and a digital copy of a thesis have to be submitted in person at the examination office latest at the submission deadline. If you cannot appear in person due to Corona regulations, then the final thesis (including the mentioned declaration) have to be submitted latest at the submission deadline via e-mail (PDF format) to the examination office. Printed versions have to reach the office by ordinary mail as soon as possible! Any well-argued request for extension of the thesis must be submitted in a written form by the student and must include an agreement of the supervisor at least 2 weeks before the deadline. This request does not mean that the extension is automatically approved. Approval will be given after a case-by-case inspection by the head of the examination office.

12. Additional modules

- They are not a mandatory module and
- Furthermore, additional modules cannot be added or exchanged in the compulsory subject block post hoc.