

Examination matters in the summer term 2020

Deadlines

Registration for written exams should be done through unisono from **June the 29th 2020 up to and including July the 15th 2020**.

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 might be different deadlines for the exams held by other departments or faculties. Please contact the responsible examination offices for further details.

The above given deadlines are fixed. 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. It means 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 **June the 29th 2020 up to and including July the 15th 2020**. 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 or faculties have to be registered during the registration period from **June the 29th 2020 up to and including July the 15th 2020** in the responsible examination office by sending of the registration form (can be found on the homepage of the examination office) per e-mail and / or per regular mail.

3. 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 should be done in the examination office personally (please see no.7) or per regular mail (e-mail)!
Improvements (free attempts) in oral exams should be done within 6 months after the last attempt and should be registered in the examination office personally or per regular mail (e-mail)!

4. 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 for the respective written exam. A successful oral exam in supplement can be assessed with a grade 4,0 "adequate" only.

During the phase of minimal operation we kindly ask you to contact the examination office per e-mail if you would like to use this option.

5. 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.

6. Seminars, student placements and project groups

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

7. Third attempts

According to § 26 section 1 „Resitting subject exams“ of the General Rules for exams a third exam attempt is permissible 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 the registration form (can be found on our homepage: <https://www.eti.uni-siegen.de/dekanat/studium/pruefungsaemter/?lang=de>) out, sign it (both the student and the chair) and submit it to the examination office personally.

During the phase of minimal operation the registration form should be sent to the examination office per regular mail (e-mail)!

8. Improvements

Improvements in written exams should be taken in the next term directly. 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 personally. During the phase of minimal operation it should be done via regular mail (e-mail) within the registration deadlines (**June the 29th 2020 up to and including July the 15th 2020**).

9. Deregistration / Withdrawal with a medical certificate

According to the official announcement from April, the 20th 2020 students are allowed to deregister from the exams up to one day prior to the date of 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/?lang=de>) within 5 working days after the date of the missed exam.

10. Master thesis

Master theses cannot be awarded 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.

During the phase of minimal operation 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 timeframe for the completion of a master thesis is 6 months. Two hard copies and a digital copy of a thesis should be submitted to the examination office prior to the submission deadline personally.

A reasoned extension request of the thesis must be submitted in a written form by the student including 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 done case by case by the head of the examination office.

During the phase of minimal operation all the theses have to be submitted in good time. The deadline for the submission of all written papers for study assignments or examinations that are not written examinations (including Bachelor's and Master's theses and dissertations) is extended by four weeks in relation to the individual deadline for submission. This rule applies to master theses registered before March, the 20th 2020.

The rule applies to all written papers, including those whose submission deadline has already been extended once due to illness or other reasons.

Important: If you want to and can hand in your assignment at the original date or before the end of the additional four weeks, you should do so. This applies in particular to the submission of papers that may affect other deadlines.

This rule does not apply to the theses registered after March, the 20th 2020. These theses should be submitted to the examination office per e-mail before the deadline. Please make sure that the declaration (confirming that you wrote your thesis independently and have not used any sources other than the specified sources and tools, as well as made citations) has been attached. Two hard copies should be submitted to the examination office per regular mail as soon as possible.