

INFORMATION LEAFLET

Master Computer Science/Master Computer Science in Applications/EMSE

What is the QIS?

- self-service for students
- you can: cancel exam registrations, receive an overview of your exams and print an intermediate transcript
- further information: <http://www.uni-kl.de/en/studies/while-enrolled/course-management/examination-policies/qis/>

Examination plan (mandatory)

- making of an examination plan (in collaboration with the responsible mentor) and submitting of the approved plan to the Examination Office. **All intended oral and written exams** have to be listed in the examination plan and approved – otherwise **no registration** for the exam is possible

Where, when and how do I register for the exams?

- in the **Examination Office**
- the **registration** for the exams (oral and written) has to be done **at least two weeks before** the exam date; however it can be done **no earlier than twelve weeks** before the exam date

Until which date and how can I cancel my registration for an exam?

- Until a **week before** the exam date
- **online, in person or written** in the Examination Office

How do I report in sick?

- a **medical certificate** has to be submitted to the examination office without delay
- a **declaration of inability** to take the exam is **compulsory**. The medical certificate **must** attest the inability to take the exam.
- **the form** can be found here: <http://www.uni-kl.de/en/studies/while-enrolled/course-management/examination-policies/notification-of-sickness/>

I did not pass an exam, what now?

- generally you have **three tries to pass an exam**
- **retake of an oral exam** must take place **within six months after the failed try**. However, the time period **between a failed try and a retake** must be **at least one month** long
- retake of a written exam has to be scheduled in such a way, that the possible **two retakes** take place in the **next three examination periods**
- a **retake**, which has taken place by **breaking the above rules**, will be counted as **failed**
- a **registration** for a retake, which complies with above mentioned rules, **is required**
- there will be **no automatic registration** by the examination office

When and where can I register for a Master thesis?

- you must have **at least 60 credit points** in the program **before** you can register for a **thesis**
- the registration is done in the Examination Office

How do I report the optional credit points?

- you have to hand in an **application** addressed to the head of the **Examination Board before** taking any extra credit courses (the form-free application should be submitted to the Examination Office)
- the grades of the optional exams will not contribute in calculating the average grade of your degree (applies also to the exams of additional subjects, which have been assigned to you by the examination board)
- the optional credits will only be listed in your transcript if explicitly requested (applies also to the exams of additional subjects, which have been assigned to you by the examination board)

Where can I submit documents?

- in the mailbox of the Examination office (building 47, 3rd floor)
- in the Student Service Center (SSC)

Examination office, building 47, room 326/328, hochschulpruefungsamt@verw.uni-kl.de

Office hours:

Mon., Thu., Fri.: 10.00-12.00

Tue. and Wed.: 14.00-16.00

Stand: 01.04.2014

Bitte beachten Sie die Regelungen der aktuellen Prüfungsordnung!

<http://www.informatik.uni-kl.de/en/studium/studierende/ordnungen/mpo/2013.07.03.MasterFPO.genehmigt.en.pdf>