



Informational event Organising exams

A service by the Examinations Office
and the Central Student Advisory
Office



Examinations at the university



1. Preparation & support
2. Dates
3. Legal framework. Or: How do I know which exams I have to take and by when?
4. Registration and admittance to exams
5. Withdrawals and incapacity to sit an exam
6. Publishing grades and what happens after the exam
7. More information and services

1. Examination preparation

Herr Janosch,
wie motiviert man sich zur Arbeit?



»Wondrak nimmt die Macht des Schicksals zur Hilfe. Er würfelt. Wenn es eine Eins gibt, muss er nicht anfangen zu arbeiten. Manchmal dauert es Stunden, bis er eine Eins würfelt.«

IM AKTUELLEN ZEITMAGAZIN

Our tips:

- Don't put it off
- Go to the lectures & practical exercises
- Prepare and review the material regularly
- Organise yourselves into study groups
- Think about preparing a revision timetable
- Find out about the rules and regulations
- Use the library
- Contact the departmental student organisation & those in later semesters: exchange experiences, get access to previous exam papers for practice



1. Examination preparation



vhb courses (vhb.org)

“Lernen und Studieren” (learning and studying - key skills)

Brochure “Success in your studies”

Coaching if you have problems with exam preparation and exam worries/anxiety

Renate Döbrich



WS 2023-24

if you find yourself in a bit of a tangle
wenn der Knoten nicht aufgeht

Netzwerk Beratung
Advice network an der TH Rosenheim
at TH

Die Beratung ist für Studierende kostenfrei.
Die Gespräche werden vertraulich behandelt.
Advice is free for students. Conversations are strictly confidential.

Manchmal ballen sich Probleme und Fragen so zusammen, dass man allein nicht weiterkommt. Wir im Netzwerk Beratung kennen uns aus mit Knoten – wie man schwierige löst und wie man hilfreiche knüpft.

Sometimes problems and issues pile up and you cannot get by on your own. We in the advice network know quite a bit about tangles – how to undo difficult ones and how to make helpful links.

Zentrale Studienberatung *Central Student Advisory Office*

Orientierung, Studienorganisation, schwierige Studiensituationen *Orientation, organising your studies, difficult study situations*

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📄 Studiengangszuständigkeit nach Türaushang oder unter *Study program responsibility according to door hangings or at*
www.th-rosenheim.de/studienberatung

Allgemeine & Soziale Beratung (Studentenwerk) *General & Social Advisory Service*

Studienfinanzierung, BAföG-Beratung, Jobben, Studieren mit Kind *Financing studies, advice on BAföG, student jobs, studying with children*

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sabine.stoehr@stwm.de & asberatung-rosenheim@stwm.de
🕒 Mo-Do 9.30-13 Uhr; Termine nach Vereinbarung

Anlaufstelle für sexualisierte Diskriminierung und Gewalt *Contact for sexual discrimination and violence*
www.th-rosenheim.de/diskriminierung

📍 Raum Room 📄 Studiengang Degree progr. 🕒 Sprechzeiten Office hours 🕒 Sprechzeit nach Vereinbarung Appointments can be arranged

1. Advice & coaching

Central Student Advisory Office

Information and advice on study organisation, decision-making issues and in difficult study situations

Academic Advising from professors

Professional advice for planning your studies and exams

Student Union: general & social advisory service

e.g. on questions about financing studies

Psycho-social advisory service

Counselling with personal problems

Exam coaching

for exam stress and anxiety

Schüler- und Studentenzentrum (Centre for Pupils and Students)

Advice and coaching



2. Dates and deadlines



- All the important dates and deadlines in the Examinations Office are displayed in the calendar in the Community
- In addition, the overall schedule for the semester is available as an overview and calendar at <http://www.th-rosenheim.de/home/infos-fuer/studierende/studienorganisation/termine-fristen/>

2. Examination period and dates



- Examination period: Fri, 26.01. to Fri, 09.02.2024
= centrally planned examinations
- Examinations planned by the lecturers take place beforehand (= decentrally planned examinations)
- You can look at the examination announcements in the Online Service Centre and under study plans to see which examinations will be taking place before or during the examination period.
- Examination dates and venues will be published on Thursday 21.12.2023 in the Online Service Center



3. Legal basis



Basic principle: equality

Bavarian Higher Education Innovation Act -BayHIG-; Art. 84

Framework for Bavarian examination regulations

The General Examination Regulations at the TH Rosenheim
-APO-

University-wide principles

The respectively applicable study and examination
regulations -SPO-

Degree-specific regulations

All norms and standards can be accessed here: <http://www.th-rosenheim.de/infos-fuer/studierende/studienorganisation/formalia/studienregelungen/>



3. Official examination bodies



Examinations Office (executive body)

First point of contact, legally binding information and advice on examination law, administrative implementation

Examination Committees of the individual degree programmes

Questions about recognising credits, extending deadlines, determining exam results

Board of Examiners

Basic decisions, objections, compensation for disadvantages and other issues



3. Which examinations do I have to take and when do I have to take them by?

By when?

- Preferably according to the study plan

Deadlines to observe:

- Deadline for completing the preliminary and qualifying examinations (GOP)
- Entry criteria for further studies (minimum number of credits)
- Resit deadlines for examinations graded as “failed”
- Maximum duration of a course

Examinations during maternity leave and parental leave

Examinations can be taken on request without the pressure of deadlines



Extract from the SPO 2018 Bachelor of Business Administration:

Section 3 Course structure

[...]

(2) Examinations in the basic modules BM 1 to BM 6 must be taken by the end of the second semester. If students miss this deadline for reasons for which they are responsible, the examinations shall be considered taken for the first time and failed. Only those students who have achieved at least 40 credit points are entitled to start the third semester and continue with further studies.

(3) Only those students who have achieved at least 80 credit points are entitled to start the practical semester and continue with further studies.

[...]

4. Registering for an examination



What do I have to register for?

In general: for **all** exams you want to take this semester, e.g. written examinations, oral examinations, coursework, also admission requirements

⇒ If you do not register properly and in time, you will not be able to sit the exam

When do I register?

Exam registration period: Tue, 31.10. until Tue, 07.11.2023

How do I register for an exam?

Online registrations: Online Service Center

4. Special cases of examination registration



Resits

If you fail any examinations, you must resit them **in the next semester**. This requires active registration.

Note: This **resit deadline** also applies in the case of a leave of absence, semester abroad, practical semester or if you are removed from the university register.

So if there are reasons for which you are not responsible, apply to the Examination Committee in good time for an extension of the deadline. The Examinations Office will be happy to advise you on this aspect.



4. Special cases of examination registration

vhb courses

Register online for the course AND ...

a) ***vhb courses recognised by the Examination Committees (catalogue):***

There are various examination procedures. These are described in the catalogue (e.g. via a form or Community registration).

b) ***other vhb courses:***

... obtain approval from the Examination Committee in advance using the form and use their signature to register with the Examinations Office in advance

c) The same registration times apply as for written examinations.

Other external examinations for recognition

- Register directly with the exam provider
- ... obtain approval from the Examination Committee in advance using the form and use their signature to register with the Examinations Office in advance

4. Compensation for disadvantages



What is this?

E.g. an extension of the time to complete an examination in the case of a writing disability

How?

Submit an informal written application to the Examinations Office with a medical certificate

When?

By 07.11.2023

Decision and notification

The Board of Examiners makes a timely decision on this.

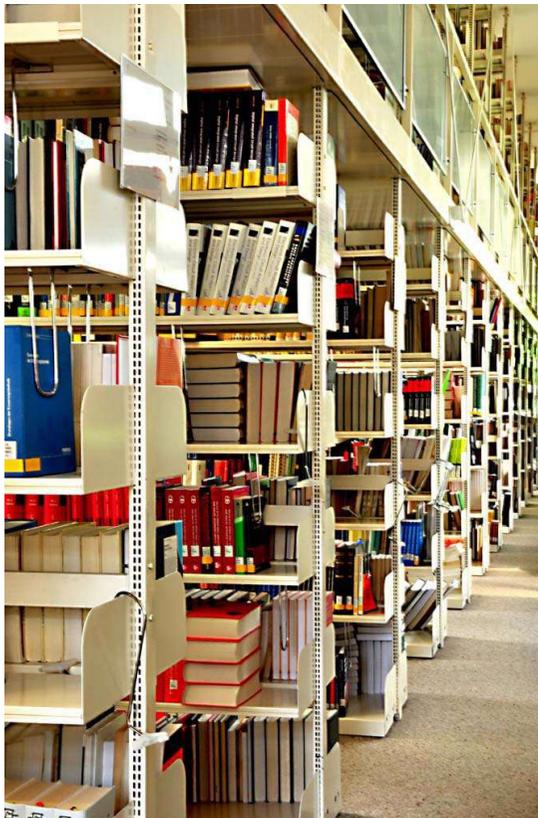


4. Admitted to an exam?



- For some examinations you have to fulfil certain **admission requirements** (e.g. a certificate) → see the SPO under “ZV” / examination announcement
- **Admissions are published** in the Online Service Center on Wed, 17.01.2024 (as from 5pm)
- If applicable, submit an informal written **objection** against non-admission with reasons to the Examinations Office by Thur, 18.01.2024.
- If you do not have valid admission and you take the examination anyway, it will be considered as not taken

5. Withdrawal from examination registration



- Failure to turn up and sit an examination that you previously registered for constitutes valid withdrawal.
- Exception I:
Examinations that must be taken because they were failed when previously taken or because the deadline has passed (e.g. resits, preliminary and qualifying examinations) shall be penalised with a 5.0 if you do not turn up to sit them.
- Exception II:
Coursework is regarded as taken as soon as the task paper has been handed out. Withdrawal from the examination is only possible by written request to the Examination Committee and only for reasons beyond the student's control (e.g. longer lasting illness).



5. Incapacity to sit an exam



- Once the examination has begun, there is the risk that you will fail the examination
- **Before the examination** for mandatory exams: have a doctor certify that you are unable to take the exam.
- The form "**medical certificate**" can be found at...
<http://www.th-rosenheim.de/home/infos-fuer/studierende/studienorganisation/pruefungen/>
- If you become unable to continue **during the examination**:
 - make this situation clear + hand in your exam paper and question sheet to the examination supervisor
 - go to the doctor on the same day; the doctor must complete the university form above as the medical certificate
 - submit the university form Request for Annulment + the university form completed by the doctor to the Examinations Office within 3 days

6. Publication of grades



- Via the Online Service Center on Fri, 16.02.2024
- You will receive written notification of failed examinations (i.e. resulting second and third attempts) and missed deadlines from the Examinations Office
- Every resit must be taken in the following semester
- All examinations should be taken within 9 semesters (Bachelor) or 5 semesters (Master), after which time any outstanding examinations are graded with 5.0. This means you are obliged to take the second attempt.

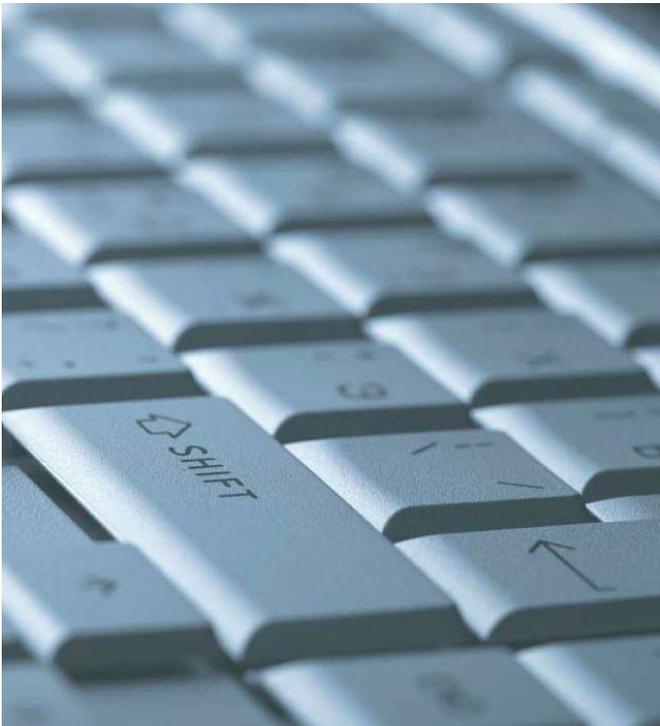
7. After the exam is before the exam



- **Get yourself sorted and make use of advisory services, come up with a strategy for the next semester**
- **Viewing examination papers**
Probably in the first four weeks of the semester with the respective examiner, by appointment
- **If applicable, submit any objections against the examination decision** (deadline: within one month of the grades being published, in writing, including the reasons, to the Examinations Office)



7. Further reading...



Presentation on the web

<http://www.th-rosenheim.de/home/infos-fuer/studierende/studienorganisation/pruefungen/>

Study guide

Overview of the main points

If you have any questions...

...we will be happy to help at any time!



Thank you for listening!