



## General examination information

In accordance with the decisions of the examination boards responsible, the information below also applies to students on the programmes in Health Economics and in Information Systems based on the 2015 Examination Regulations.

All the rules important for the examination procedure on your programme can be found in the bachelor or master examination regulations for that programme, as amended from time to time, as well as on the Examination Office's website. The following information is intended to supplement, not substitute, that information, by providing additional details regarding certain general rules concerning the administrative procedures for examinations. Any arrangements relating to specific examinations, particularly deadlines, dates, examiners' names, examination rooms and any other information concerning the examination procedure, are to be announced in good time and with legally binding effect at [www.wiso.uni-koeln.de/pa.html](http://www.wiso.uni-koeln.de/pa.html) and on the **KLIPS 2.0** website. As this also applies to updated information, you should visit these sites regularly.

### 1. Admission to the examination process

After submitting the necessary application documents, the proceeding will usually take up to five working days. After those five working days you should be able to register for examinations in KLIPS 2. If this is not possible in your special case, you should contact the examination office immediately.

The **reasons that prevent admission** are set out in Section 15(2) of the bachelor and master examination regulations (which can be found in the "Examination regulations" section of the **Examination Office website**). In accordance with said section, students cannot be admitted to the examination process if they have failed the examination process at the final attempt on the same programme or a comparable programme, lost their entitlement to be examined or not yet completed the examination process on another programme for examinations relevant to the examination regulations. This is also true even if the student has been matriculated by the Registrar's Office because the decision as to whether a student is admitted to the examination process lies solely with the Examinations Board. A programme is considered comparable if at least 60% of its content corresponds to that of the programme the student has chosen at the University of Cologne.

Students who are unable to take an examination in the intended form or scope due to a prolonged or constant illness or disability can be granted "**disadvantage compensation**", e.g. in the form of more time to complete a written examination. Should you wish to apply for such compensation, you should submit your application in the form of an informal letter to the Examination Office during the admission process so that a decision can be made in plenty of time before the first examination.

## 2. Registering for examinations

From the first course-related term, students can sit examinations in any order they wish. Any reasons preventing them from taking an examination are explained clearly in the relevant examination regulations. However, when choosing which order to take examinations in, you should heed the advice given by WiSo Student Services. This is because the Faculty can only guarantee that students can manage the programme in the standard period of study if they follow the study plan for the programme.

Generally, students must use **KLIPS 2.0** to register for each examination. **To register for examinations, you will need an activated SMAIL account.** It is imperative that you register before the deadline announced by posted notice or on the KLIPS 2.0 site. Please note that registering for a course via KLIPS 2.0 is not the same as registering for an examination via KLIPS 2.0.

In exceptional cases, a registration will take place via the corresponding examination at the course. After expiry of the cancellation period, the registration will be postponed to the corresponding module examination, provided that registration in this module is permissible in accordance with the examination regulations. Obstacles to admission to the module examination include successful completion of the module examination and an existing notification of the module examination. The logon decontext is copied. The registration deadlines announced also apply to the registration of these examinations.

**You should check your examination registrations regularly. Incorrect registrations can only be corrected within the announced registration phase. You should therefore try not to leave your registration until towards the end of the registration phase because it may then no longer be possible to check it and correct it, if necessary, before the deadline.** Once the deadline has passed, it is no longer possible to register or to correct an incorrect registration. It is possible to withdraw your registration for an examination up to roughly two weeks before the examination date (or, in the case of centrally organised examinations, up to about two weeks before the start of the respective examination phase) without having to cite your reasons, unless otherwise specified. Withdrawal is also performed using KLIPS 2.0. **It is therefore important that you pay careful attention to the deadlines given in KLIPS 2.0, which always relate to one specific examination.**

Once the deadline mentioned above has passed, candidates may only withdraw their registration if they have a valid reason. If this is the case, they must inform the Chair of the Examinations Board immediately in writing, providing supporting evidence. The rules concerning applications for retroactive withdrawal are published on the Examination Office's website. **Please read these rules when you start your programme to ensure you are aware of them should you fall ill.**

If your application for retroactive withdrawal is approved, a note will be made in KLIPS 2.0. If it is rejected, you will be informed in writing.

## 3. Examination procedure

The registration deadlines for and dates of each examination will be published on the KLIPS 2.0 site in good time before the beginning of each term. Which exam rooms you have been assigned to, you will also find out in KLIPS 2.0 before the exams begin in some cases, there will be a note asking students to contact the relevant department direct.

The rules concerning permissibility of examination aids (particularly calculators, formula collections and legislative texts) and markings in formula collections und legislative texts will be announced by posted notice, in KLIPS 2.0 or on the chair's website.

Should examiners approve further aids, this fact will be announced by posted notice or on the examiner's website at least two weeks before the examination in question. If no other rules have been explicitly stipulated for the examination, no electronic that could be used to store

data or communicate within or outside of the examination room may be used. Candidates who do use them or any other aids that are not permitted will fail the examination. Furthermore, the legal consequences laid down in Section 20(3) of the bachelor or master examination regulations will take effect. As an act of this nature is an offence, the student may also be required to pay a fine.

Students are urged not to take their mobile telephones into the examination room. Candidates who do carry a telephone of this type on their person or place it within their reach will fail the examination irrespective of whether the device is switched on. Candidates will not be assumed to be attempting to cheat if they place the device, switched off, beyond their reach (staircase, windowsills, etc.) before the examination starts. Persons whose mobile telephone is placed out of their reach but rings (e.g. due to the alarm clock) are also guilty of an offence. It is therefore important that you ensure that your mobile telephone is switched off in such a way that it cannot make any noise. It is not possible to give your telephone to the invigilator(s) for safe-keeping. Carrying a mobile telephone outside the examination room during the examination (when going to the toilet) constitutes a serious case of cheating. Here too, the question of whether the device is switched on plays no role. In this case, consideration may be given to deeming the entire bachelor/master degree failed, not merely the examination in question.

Consequently, even if the mobile telephone is switched off, we urge candidates to only take mobile telephones into the examination room if it is crucial that they can use it before or after the examination. It is advisable to remove the battery from the mobile telephone, when you place it beyond your reach, for the duration of the examination provided that this does not cause the telephone to stop working properly afterwards.

The rules applicable to mobile telephones also apply to smartwatches and similar aids suitable for communication inside or outside the examination room.

Any wristwatches must be removed before the examination starts and placed in front of the candidate in his or her desk.

#### **4. Dates and deadlines**

All dates and deadlines will be specified in good time by the Chair of the Examinations Board and announced with legally binding effect on the internet, unless the department responsible announces a special deadline.

The general legal consequence of failure to comply with an announced deadline or to appear on an announced date is exclusion from the examinations in the desired session. This also applies even if there is no doubt that the candidate had a valid reason for missing the deadline.

#### **5. Examination results, bachelor/master degree results, different types of certificate**

Examination results are published on the internet (KLIPS 2) as soon as they are received by the Examination Office.

Examiners intending to discuss an exam paper in a public session, supply a standard solution by means of a notice/handout, be available for one-to-one consultation, etc. will announce this fact themselves. This information is not announced by the Examination Office.

On a central website of the faculty the dates for the inspection of examinations will be published in a timely manner.

The regulations and deadlines to be observed for reviewing the assessment of an examination are published on the website of the Examination Office.

Students who fail the bachelor/master degree at the final attempt will receive a letter informing them of this, accompanied by a transcript of all their examination marks. After the effective date of the letter, the registrar's office responsible decides in a special process (usually at the beginning of the next term) whether the student is to be deregistered from the University. Consequently, a letter confirming that a student has failed a bachelor degree at the final attempt does not mean that the student will immediately be forced to deregister but it usually does not make sense to re-register for the same programme for the term two terms after the date of the letter of confirmation.

Students who drop out of the bachelor or master degree can also have a transcript of all their examination marks issued on request.

## **6. Credit transfer for examinations**

Credit for examinations taken in other degree programmes at the University of Cologne, at other government-run or government-recognised higher education institutions, government-run or government-recognised universities of cooperative education ("Berufsakademien") or on programmes at government-run or government-recognised higher education institutions abroad can be transferred on request, provided that they do not differ significantly from the module to be recognised. An application for recognition of achievements that have been achieved before starting studies at our faculty in another course of study must be submitted as part of the admission to the examination procedure. When a request is made, all the examinations taken on the programme(s) concerned, including those that the student failed, will be reviewed to determine whether credit can be transferred for them. As transfers for failed examinations are not intended to make further study virtually impossible, two failed attempts per module will be transferred for a maximum of three modules on bachelor programmes and a maximum of one failed attempt in all other failed modules. On master programmes, two failed attempts per module will be transferred for a maximum of two modules and a maximum of one failed attempt in all other failed modules. It is not possible to have credit transferred for a bachelor/master thesis written elsewhere.

With the exception of the "Studium Integrale", only examinations that cannot be repeated ad infinitum can be considered for credit transfer, i.e. examinations for which a fail resulted in "malus points" being assigned or a failed attempt being registered.

The procedure for having credit transferred for examinations is explained on the Examination Office website. Please take particular note of the compulsory deadlines for submission of credit transfer requests.

## **7. Miscellaneous**

Please note that **only the Manager or Deputy Manager of the Examination Office or the Chair of the Examinations Board can provide legally binding information concerning matters to do with examinations rules and regulations**. In special cases, an individual consultation with the Chair of the Examinations Board can be agreed but only by contacting the Manager of the Examination Office to request such a consultation. We would ask you not to contact the Chair's department in relation to such matters.

You can contact the Examination Office by telephone or in person during the consultation hours published on the website. Personal information cannot be given on the telephone due to data protection rules.

Please note that for legal and practical reasons, the Examination Office cannot provide information requested by email.

Written requests and applications do not have to be submitted in person during office hours. Please submit them by posting them in the postbox of the examination office, which can be accessed during the building opening hours.

You should record any changes to your address, telephone number, etc. immediately in KLIPS 2.0. This is the only way to ensure that important letters or calls from the Examination Office reach you.

If you are enrolling at our Faculty for the first time, please take the time to read through our web pages at **[www.wiso.uni-koeln.de/pa.html](http://www.wiso.uni-koeln.de/pa.html)**, where you'll find more detailed explanations of all the main procedural matters concerning examinations.

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