Infosession on Exam Procedure

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Infosession Exam Procedure

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1. Exam Sessions:

2016_2017

- 23.01.2017 – 18.02.2017 (1st study year exams only until 11.02.2017)

- 16.05.2017 – 27.05.2017 (extraordinary exam session)
- 16.06.2017 – 26.07.2017

- 28.08.2017 – 29.09.2017 (1st study year exams only until 16.09.2017!)

2017_2018

- December 2017_2018
- January_February Exam Session 2017_2018
2. Enrolment to Exams

1st Step: fill in the mandatory SURVEY through your Cockpit:
2nd Step: Access to “MY AREA”:

3rd Step: Click on „Enrolment to Exams/Changes“:
4th Step: Choose the exams and click on „Confirm“:
3. Exam Procedure

**ATTENTION:** although there are 3 exam calls, students have only 2 exam attempts per course within an academic year.

* If the first exam call takes place in the December exam session, an additional exam call will be offered in the January-February exam session.

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**Ac. Year 2016_2017**

**Winter Semester Exams**

1st call

Winter Semester

2nd call

Summer Semester

3rd call

Summer

**Ac. Year 2017_2018**

**Winter Semester Exams**

1st call*

Winter Semester

2nd call

Summer Semester

3rd call

Summer
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Winter Semester Courses EXAM DATES:
1st call*: December and/or January_February Exam Session
2nd call: May or June_July Exam Session
3rd call: September Exam Session

* If the first exam call takes place in the December exam session, an additional exam call will be offered in the January_February exam Session

Summer Semester Courses EXAM DATES:
1st call: May or June_July Exam Session
2nd call: September Exam Session
3rd call: December or January_February Exam Session

Modular Courses EXAM DATES:
1st call: May or June_July Exam Session
2nd call: September Exam Session
3rd call: December or January_February Exam Session
The exams are named after the call they refer to:
1st exam call = E1
2nd exam call = E2
3rd exam call = E3
4th exam call = E4*

3rd exam calls taking place in the December or January_February exam session, are named after the year they refer to:

* If the first exam call of winter semester exams takes place in the December exam session, an additional exam call will be offered in the January_February exam session.
4. FAQ regarding Modular courses

When do you need to enrol to an Exam of Modular courses:

• The enrolment to exams of Modular courses is necessary when you intend to take the overall exam (M1 and M2) / or get the overall exam mark registered. You need to enrol to the Exam of Modular courses even if:

  ➢ single modular exams have been passed in advance throughout the current academic year (if this is the case, students only need to complete the missing part /module during this overall exam)

  ➢ they want to write only one part/module, although they already participated to the whole course (if so, the overall exam will be valuated as “not passed” whereby the positive result of the single module maintains the validity until the 3rd exam call in January_Febraury. After this 3rd exam call the results of modular exams will be cancelled.)
When do you DO NOT need to enrol to an Exam of Modular courses:

- Students who participated in the lectures of only ONE module of a complete course, and want to take only the intermediate/ Modular Exam of that single module (Modular Exam M1) at the end of the Winter semester, DON’T need to enroll for the overall exam (which takes place contemporaneously with the Intermediate/ Modular exam) – This official exam is only offered for those who have already attended both modular courses (M1 and M2)

**ATTENTION:** The intermediate/ Modular Exam M1 takes place contemporaneously with the overall exam M1_M2:
Validity of results of intermediate/ Modular exams:

• Markes of intermediate/ Modular Exams, completed at the FUB, are valid only until the 3rd exam call in the January_February exam session. After this 3rd exam session (or after the exam attempts have been consumed) the results of intermediate exams / Modular Exams will be cancelled.

Exams of Modular Courses and Erasmus/Free Mover/Bilateral Agreements:

• Markes of Exams completed at another University during Erasmus/Free Mover/Bilateral Agreements and recognized as an intermediate /Modular Exam, maintain their validity (=Partial recognition).

ATTENTION: If you hold a partial recognition, you still need to register for the overall exam and be physically present during the exam (M1_M2) in order to get the mark of an overall Exam registered. (even if both parts have already been completed).
Thank you for your attention!

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