



Fakultät für Wirtschaftswissenschaften
Facoltà di Economia
Faculty of Economics and Management



Infosession on Exam Procedure

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Infosession Exam Procedure

1. Exam Sessions

2. Enrolment to Exams

3. Exam Procedure

- Winter Semester Exams
- Summer Semester Exams
- Exams of Modular Courses

4. FAQ regarding Exams of Modular courses

1. Exam Sessions:

2016_2017

- 12.12.2016 – 23.12.2016 (extraordinary exam session)
 - 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

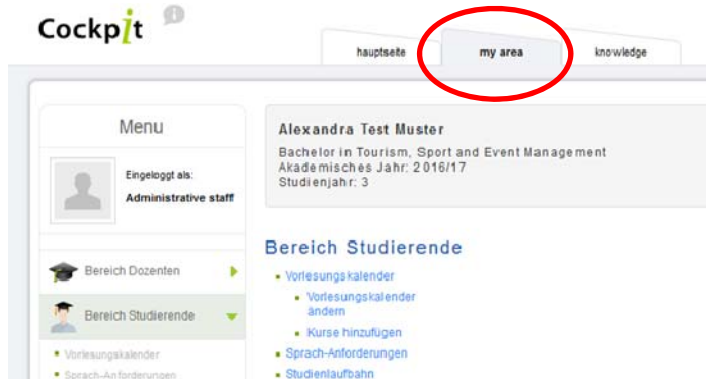
- December 2017_2018
- January_February Exam Session 2017_2018

2. Enrolment to Exams

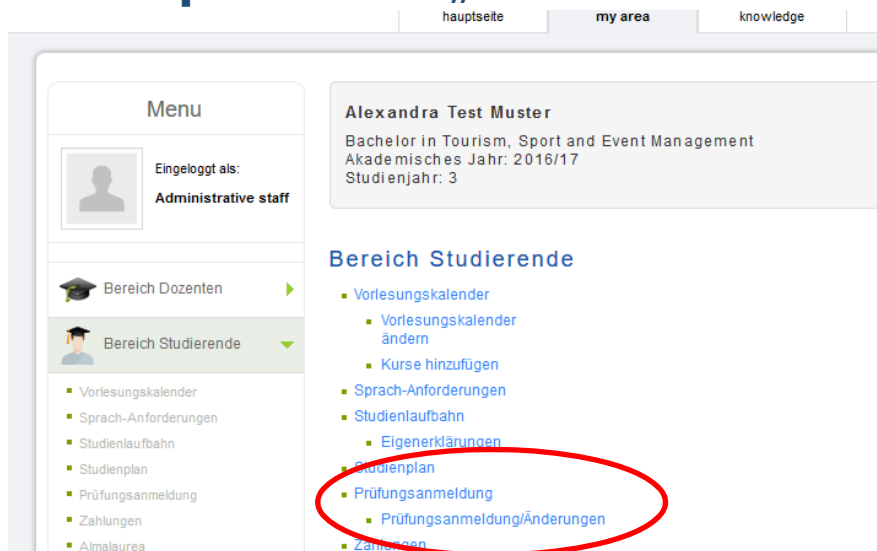
1st Step: fill in the mandatory SURVEY through your Cockpit:



2nd Step: Access to "MY AREA":



3rd Step: Click on „Enrolment to Exams/Changes“:



4th Step: Choose the exams and click on „Confirm“:

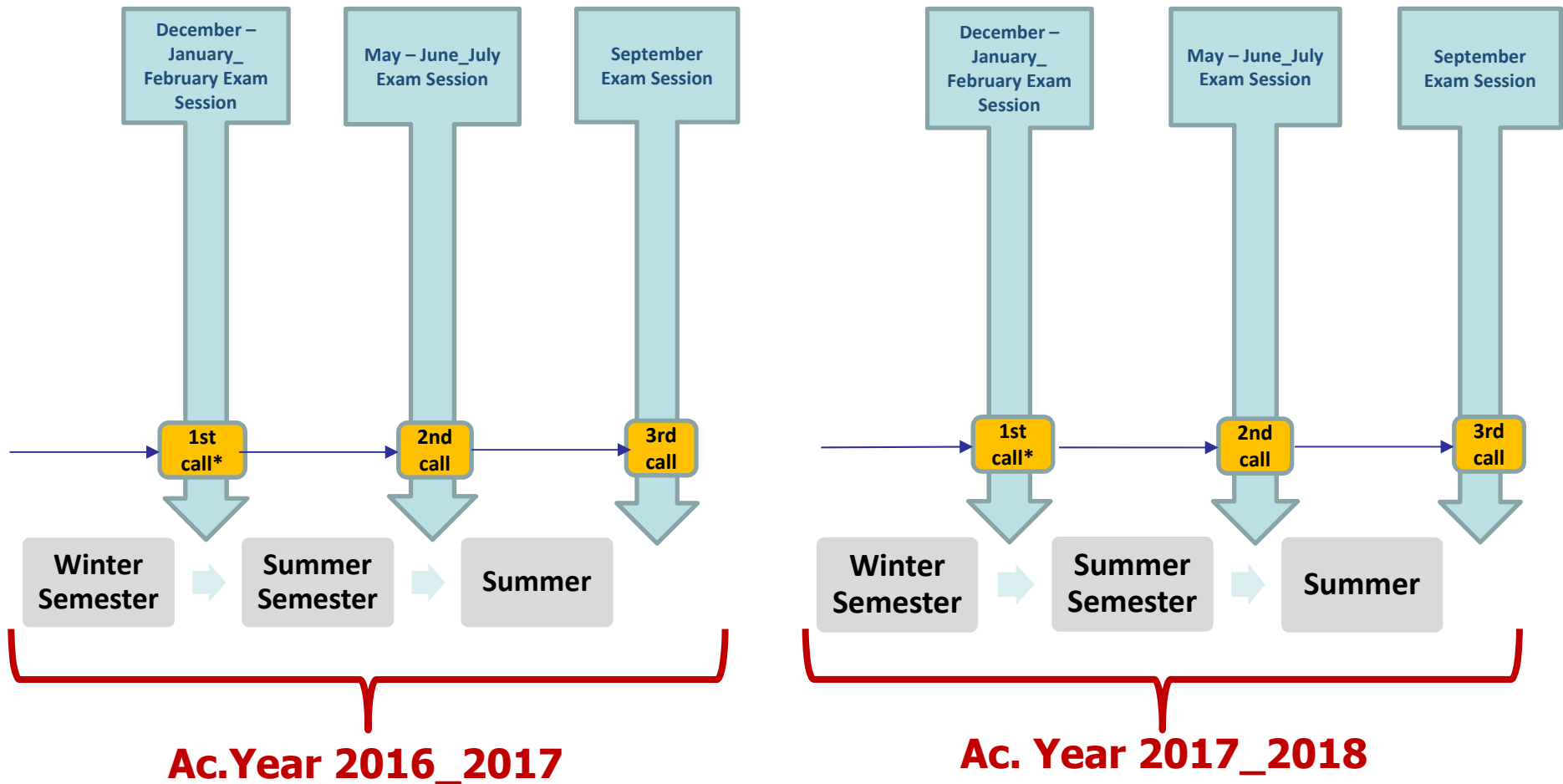
The screenshot shows the Cockpit student portal interface. At the top, the date is Friday, September 26, 2014. The user is logged in as Alexandra Test Muster, a Bachelor's student in Tourism, Sport and Event Management, Academic year 2014/15, Enrollment year 3. The page title is "ENROLMENT TO EXAMS - EDIT". Under "Degree selection", the degree is "Tourism, Sport & Event Management (270)". A table lists the enrolled exams:

Enrolled exam	Start	End	Exam	Confirmed
Advanced Data Analysis	19.10.2014	14.10.2014	EVA	<input checked="" type="checkbox"/>
Basic Data Analysis				<input type="checkbox"/>

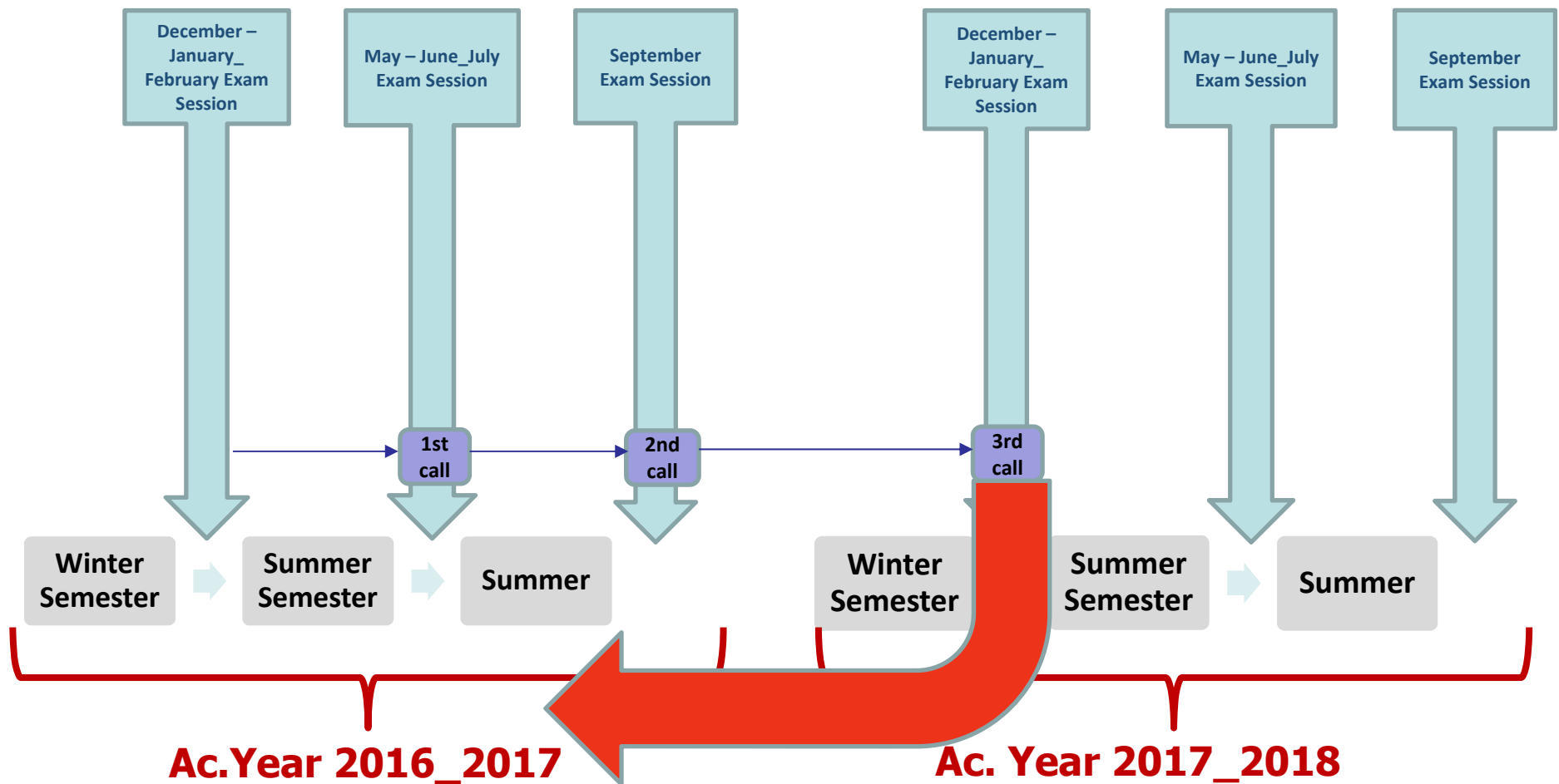
A red arrow points to the "Confirm" button at the bottom right of the table. Another red arrow points to the "Confirm" button below the table.

* 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**

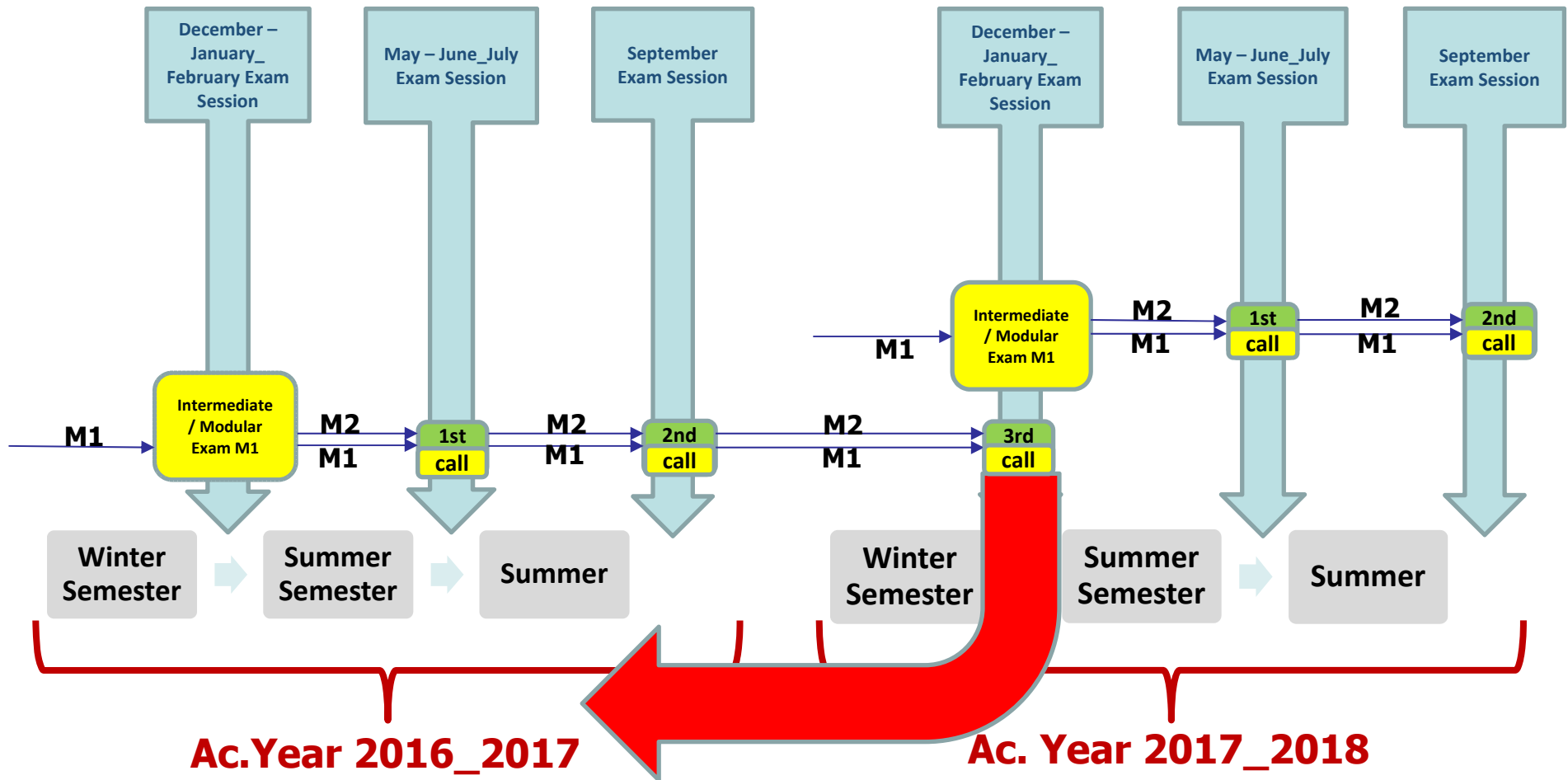
3. Exam Procedure



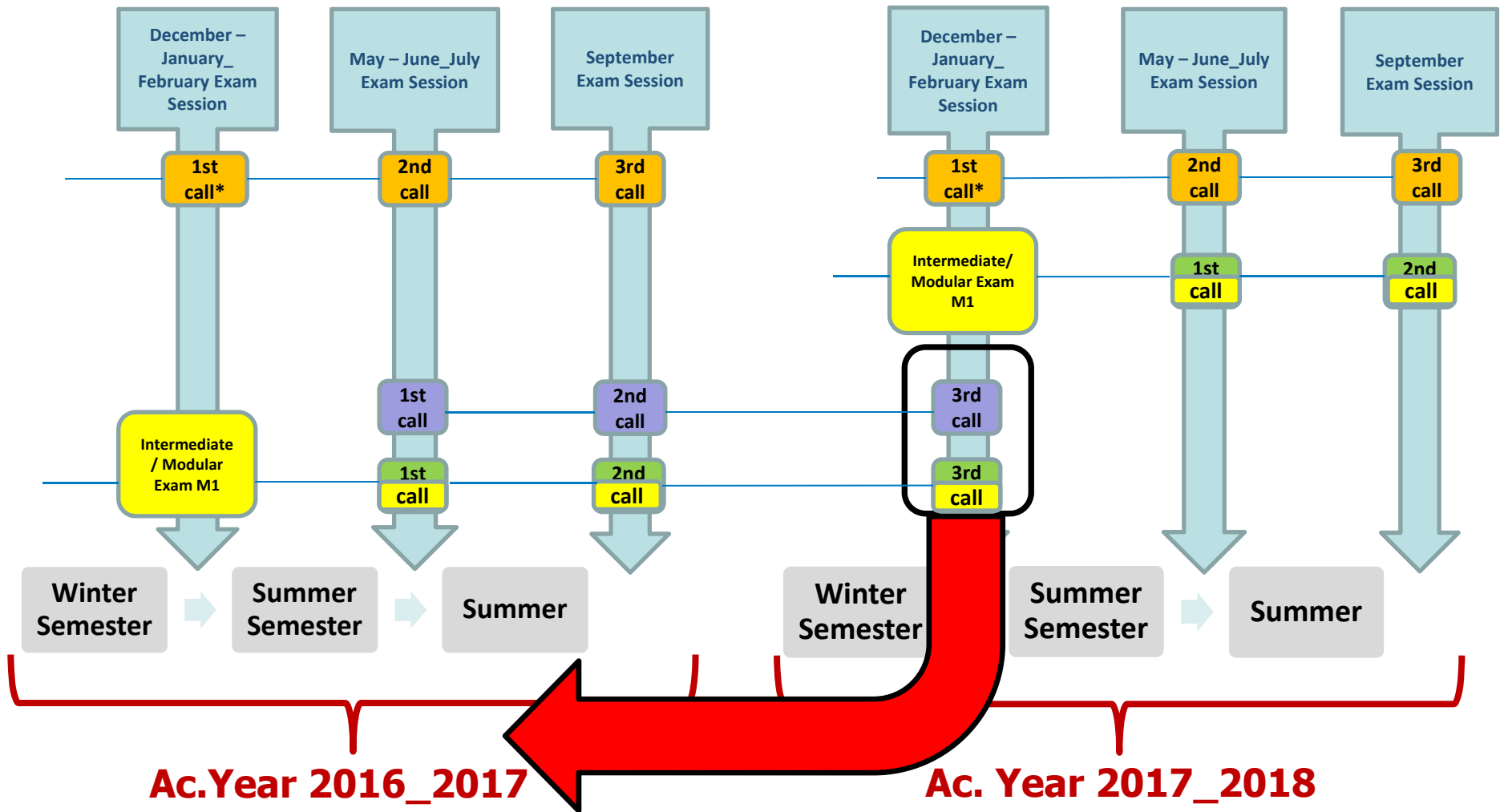
ATTENTION: although there are 3 exam calls, students have only 2 exam attempts per course within an academic year



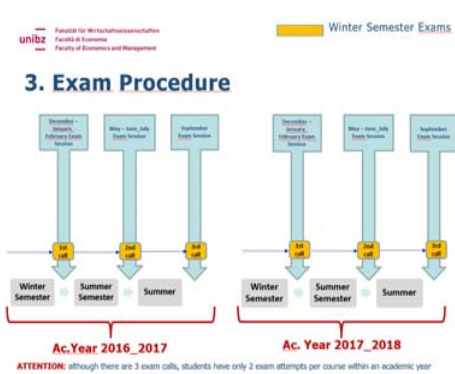
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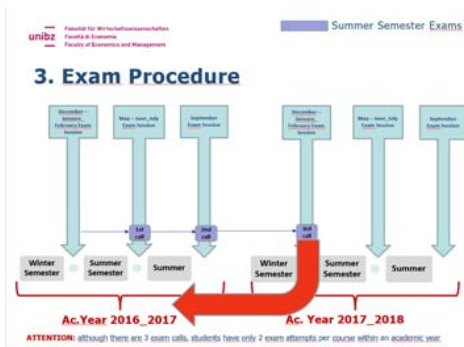
Winter Semester Courses EXAM DATES:

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

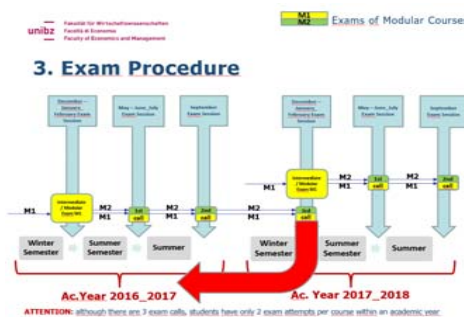


Summer Semester Courses EXAM DATES:

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

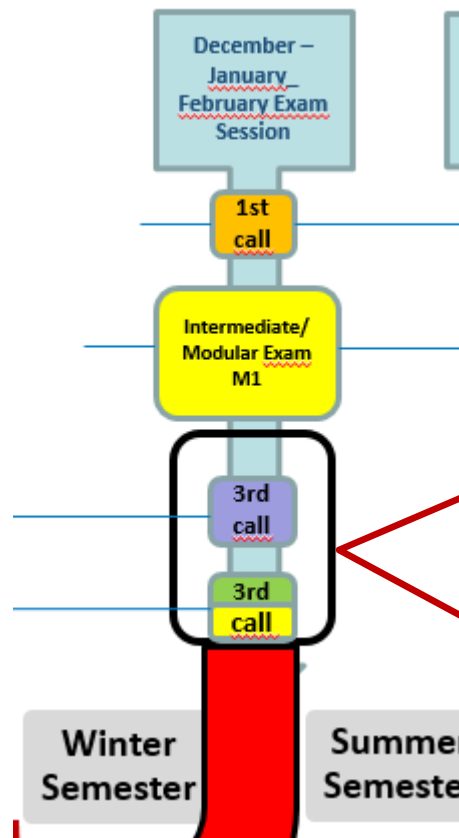
3rd call: **December** or **January_February** Exam Session

IN THE TIMETABLE:

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:**



Tuesday, 02.02.2016

Time	Subject	Lecturer	Classroom
11:00	MODULE EXAM M1 - Mathematics for Economists A EXAM	Visetti Daniela, Hamel Andreas Heinrich	-1.02 Aula Magna (Lecture Room 1and 2)
13:00	EXAM M1 Mathematics for Economists A E-3_2014_2015 EXAM	Visetti Daniela, Hamel Andreas Heinrich	-1.02 Aula Magna (Lecture Room 1and 2)
14:00	EXAM M2 Mathematics for Economists B E-3_2014_2015 EXAM	Visetti Daniela, Hamel Andreas Heinrich	-1.02 Aula Magna (Lecture Room 1and 2)

Friday, 05.02.2016

Time	Subject	Lecturer	Classroom
09:00	EXAM Introduzione agli ordinamenti giuridici - M1 - Istituzioni di diritto pubblico E-3_2014_2015 EXAM	Tomasi Marta, Giovannella Federica, Pascucci Luisa, Rosini Monica	-1.02 Aula Magna (Lecture Room 1and 2)
09:00	MODULE EXAM Introduzione agli ordinamenti giuridici - M1 - Istituzioni di diritto pubblico EXAM	Tomasi Marta, Rosini Monica	-1.02 Aula Magna (Lecture Room 1and 2)
11:00	EXAM Introduzione agli ordinamenti giuridici - M2 - Istituzioni di diritto privato E-3_2014_2015 EXAM	Tomasi Marta, Giovannella Federica, Pascucci Luisa, Rosini Monica	-1.02 Aula Magna (Lecture Room 1and 2)

* 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

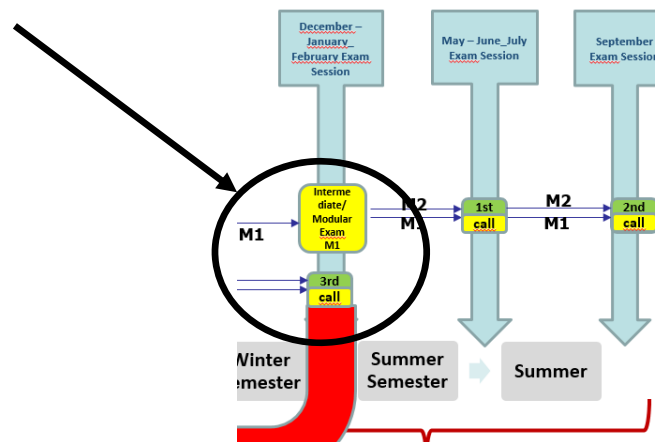
When do you need to enrol to an Exam of Modular courses:

- 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).



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Thank you for your attention!

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