

# Module E005: **First Year Project and Study Skills**

## APL-Portfolio: **A5 – Everything about exams**

OPAL: <https://bildungsportal.sachsen.de/opal/auth/RepositoryEntry/36710547456>

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- **Which topics are in focus here:**
  - Regulations at HTW Dresden and your study program
  - Forms of examinations: PVLs, various APLs, oral and written examinations, graded and ungraded exams
  - Registration and deregistration procedures, deadlines and potential stumbling blocks, break semester (leave of absence)
  - Where to find what: study and examination regulations, Modulux database
  - QIS-Portal: checking of entries and comparison with the examinations to be taken
  - Examination board: Tasks and competences
  - What to do when things go wrong in your studies → **Seeking help and accepting help**
- **Which topics are not in focus here:**
  - Learning strategies and exam preparation → see **A4 – Self-management**

- During your studies you will attend lectures and participate actively in lectures, exercises and practical courses.
- **The proof of the acquired competences (achievement of the learning objectives) takes place by examination achievements.**
- The Electrical Engineering / Elektrotechnik study program consists of **approx. 30 modules** (electrical engineering, mathematics, computer science, ... , Bachelor thesis).
- **Each module** is completed with at least one examination.
- Examinations can be graded or ungraded.
- **Each module** must be passed! Even a single failed module prevents the successful completion.
- If there is more than one examination in a module, the partial examinations are combined.
  - All partial examinations of a module must be passed. Typical is e.g. a written examination (graded) AND a practical course (ungraded).
  - Partial examinations of a module can possibly compensate each other, e.g. average grade from several graded examinations.

# The process as a rule (everything runs optimally)

- You follow the study schedule and attend all courses as listed in the timetables of the individual semesters.
  - **You will be automatically registered (by the examination office) for all examinations according to the study schedule and examination plan.**
  - You will complete the examinations on the announced date.
    - You pass the examinations.
    - The only exception: You must register for the final Bachelor thesis.
  - You progress in your studies and pass all upcoming modules up to the final thesis, thus successfully completing your studies.
- **This service usually facilitates your studies. You do not have to register for courses / examinations.**
  - **However, if you deviate from the plan (e.g. stretch your studies) or fail exams, problems can quickly arise.**

- **Oral and written examinations** (MP, SP), which take place in the regular examination periods at the end of the semester → examination dates are published by the examination office <https://www.htw-dresden.de/studium/im-studium/pruefungsangelegenheiten>)
- **Alternative examination performances** (APL), which are very different in the design and time or period and are the responsibility of the respective examiner (Modulverantwortlichen). → **Typical reasons to get in troubles!!!**
  - Practical Lab training
  - Presentations,
  - Seminar paper
  - Written performance assessment
  - Computer project, ...
- **Preliminary examinations** (PVL) are **non-graded** course work (in the course of the semester), the passing of which is, however, a prerequisite for admission to the respective module examinations. Organization lies only with the examiner.
  - You do not have any PVLs in your study program.

# What rules apply to my study program?

- Generally valid rules at the HTW Dresden (e.g. Sächsisches Hochschulfreiheitsgesetz, allocation of study places, basic regulations, ...) can be found at <https://www.htw-dresden.de/hochschule/organisation/ordnungen-und-satzungen>
- It becomes very concrete with the **study and examination regulations** (SO, PO - often abbreviated together as SPO) of your study program.
  - The QIS portal <https://www.qis.htw-dresden.de/> lists all information relevant to studies and examinations.
  - Log in with your user name and search for personal information:
    - Degree: **Bachelor** (example)
    - Study program: **124** – Electrical Engineering / Elektrotechnik (example)
    - Prüfungsordnung: **2017** (example)
- You can now find the study and examination regulations that apply to you at <https://www.htw-dresden.de/studium/im-studium/ordnungen-und-satzungen/elektrotechnik> or at Modulux
- The study program and its regulations are also shown in great detail in Modulux (<https://apps.htw-dresden.de/app-modulux/frontend/studiengaenge/>)
  - For your study programm E124 **extra well readable prepared in OPAL** (<https://bildungsportal.sachsen.de/opal/auth/RepositoryEntry/31508856833>)

- You take an examination and do not pass the examination.
- You do not show up for an upcoming exam → **5ue** (graded) or **ue** (ungraded).
  - Due to the automatic registration for all examinations in the examination period and all APLs, which can also be in the middle of the semester, the risk of a **5ue** or **ue** is very high, especially for APLs.
- **Failed module exams must be repeated.**
  - A maximum of two retakes are possible.
  - Because of the automatic registration you can also get **5ue** here (again).
- If a module exam is not passed even with the retakes, then the module is considered as **finally failed** (marked as **EN**).
  - A final failed module (no matter which one) **leads to termination of studies and exmatriculation!!!**
  - ATTENTION: Modules that have been finally failed remain with you and are an obstacle to enrollment in another course of study (even years later and also at another university).
    - If you fail e.g. at mathematics-1, you cannot start mechanical engineering or civil engineering again, if the competences from mathematics-1 are required there.
    - If, on the other hand, you fail e.g. High Current Engineering, you could possibly change the field of study in your degree program (if you do not need High Current Engineering there).

- If a module examination has not been passed (also applies to 5ue), you must repeat the corresponding examination(s).
  - You have a maximum of three attempts for each examination.
  - The **first retake** (1<sup>st</sup> W) must be taken within one year. → A deregistration from the 1<sup>st</sup> W is only possible to a limited extent.
  - The **second retake** (2<sup>nd</sup> W) must be taken at the next possible examination date and no deregistration from the 2<sup>nd</sup> W is possible.
- Recommendations:
  - Check the QIS portal regularly (at least 1 - 2 times per semester) and check all entries.
  - Give retakes a higher priority
  - Give a second (and last) retake exam the highest priority, as this will jeopardize the entire study program.

- If you do not want to take an examination according to the study plan and want to avoid a **5ue** or **ue**, you **have to deregister** explicitly because of the automatic registration.
- **Deregistration from examinations is only possible at the examination office:** <https://www.htw-dresden.de/studium/im-studium/pruefungsangelegenheiten>
- Deregistration form (**observe deadlines!!!**): [https://www.htw-dresden.de/fileadmin/HTW/Studium/2\\_im\\_Studium/Pruefungsangelegenheiten/Dokumente/Abmeldung\\_barrierefrei.pdf](https://www.htw-dresden.de/fileadmin/HTW/Studium/2_im_Studium/Pruefungsangelegenheiten/Dokumente/Abmeldung_barrierefrei.pdf)
  - **Written and oral examinations in the examination period at the latest one week before the examination date**
  - **APLs** must also be deregistered in time, e.g.
    - **Seminar paper accordingly one week before topic issue** → Topic issue is typically in the first weeks of the semester.
    - **Lab Trainings before start of lab training**
      - Lab training starts with an introductory and instructional session
      - additional signature with date from the examiner necessary
      - Cancellation must be received at the examination office within 14 days after the start of the lab training (date of the examiner must be before the start of the lab training!!!)
    - **Internship semester** before start of semester (not start of lectures)!!! Please get also incontact with Prof. Boden (responsible for the internship semester).

- **ATTENTION:** In the event of failure to meet the deadline or the lack of a cancellation option for retake examinations, only **withdrawal from the examination** is possible as an emergency solution.
  - Withdrawal form (proof of valid reason required, e.g. medical certificate in case of illness):
    - [https://www.htw-dresden.de/fileadmin/HTW/Studium/2\\_im\\_Studium/Pruefungsangelegenheiten/Dokumente/Ruecktritt\\_barrierefrei.pdf](https://www.htw-dresden.de/fileadmin/HTW/Studium/2_im_Studium/Pruefungsangelegenheiten/Dokumente/Ruecktritt_barrierefrei.pdf)
- In cases of hardship, the examination board can decide on deviating individual regulations upon request (exceptions).

- As long as there is not yet a retake examination in the corresponding modules (i.e. module examinations not yet started), you can always deregister from examinations.
- However, there are two limits to avoid long-term students.
  - **If you do not take an exam within two years, you will be exmatriculated**  
→ At least one examination is required in two years.
  - **All outstanding module examinations are considered failed 4 semesters after the regular period of study.**
    - Break semesters (leave of absence) do not count
    - Retake exams are possible → no acute danger

# Break semester (leave of absence)

- You can take a leave of absence for a maximum of two semesters for good cause (<https://www.htw-dresden.de/studium/im-studium/studierendenservice/beurlaubung>)
- Your semester counter stops (you slip back up to one academic year).
- **You will no longer be registered for examination.** → The danger of the **5ue** and **ue** is banished in this time.
- **You can still take exams, but now you have to register for them in advance.**
- With 1 - 2 semesters of leave, a study program that has gotten into trouble can be saved under certain circumstances.
- However, please note
  - You must be able to justify the semester of leave
  - You will not receive BAföG during this time.
  - You have to inquire about health insurance and child benefits, among other things.

- Chairperson of the Examination Board at the Faculty of Electrical Engineering
  - Prof. Gudrun Flach
  - <https://www.htw-dresden.de/hochschule/fakultaeten/elektrotechnik/ueberuns/gremien/beauftragte/pruefungsausschuss>
- Tasks and competences
  - Decisions on recognition of examinations
  - Decisions on objections and applications for admission, part-time studies and so on.
  - Decision on deviations from the examination regulations (e.g. in case of illness or hardship)
  - ...

- Study with motivation.
  - Keep in contact with your fellow students → Don't miss any deadlines.
  - Help and support each other.
  - Be informed about the existing rules.
  - Check QIS (<https://www.qis.htw-dresden.de/>) about your examination results at least twice every semester.
  - When things go wrong in your studies → **Ask for help and accept help.**
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- All information listed here has been compiled with great care, but may contain inaccuracies or even errors.
  - Inform yourself in the current official regulations and check the statements.



