

INFORMATION ON THE TOPIC OF EXAMINATION LAW

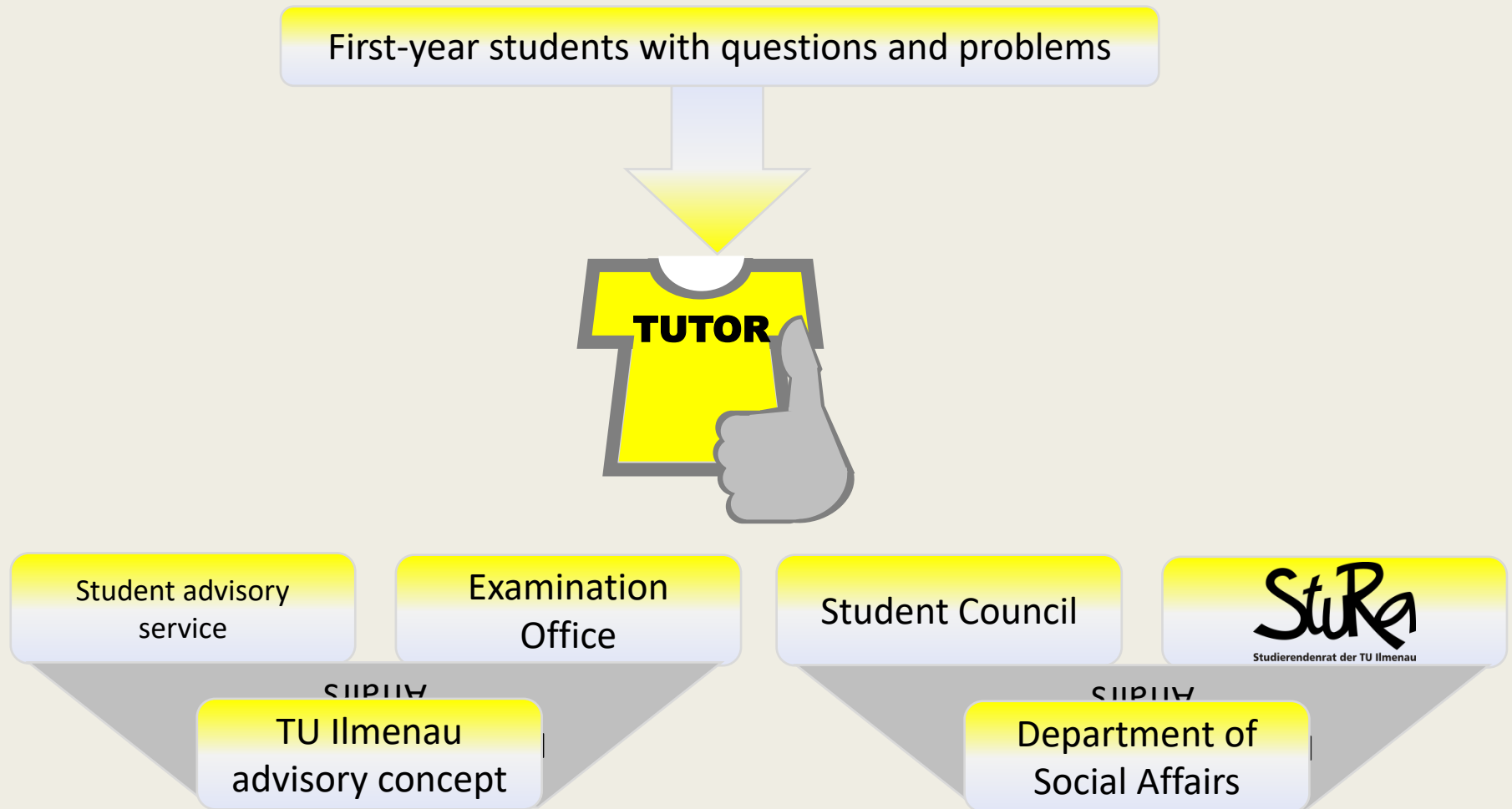
Department of Social Affairs

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 - *Psychosocial counselling*
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COUNSELLING IN GENERAL

Advisory structure



Department of Social Affairs

- Take care of students' questions and problems
- Are there for all students and take all concerns seriously
- Examples of the counselling services:
 - **Examinations** (2nd WP, failed Bachelor thesis, etc.)
 - **Housing** (termination)
 - **Financing your studies** (Bafög, loan, housing subsidy, scholarships)
 - **Studying with a child**
 - (Chronic) **illnesses** (compensation for disadvantages, semester off)
 - **Other** (student union, change of subject)
- Your problem will be handled discreetly! Contact us - even if you are not sure to what extent your question falls under our remit:

ref-soziales@tu-ilmenau.de

The logo for StuRa, featuring the letters 'StuRa' in a stylized, handwritten font.

Study regulations/formalities

This event contains the regulations (StO, PO) last changed on the 8th of July 2021

To find Statutes and Regulations visit

<https://www.tu-ilmenau.de/en/university/profile/statutes-and-regulations>

And navigate to the drop down menu of „Framework Examination and Study Regulation“

The English Version can be found on the German page under „Rahmenprüfungs- und Studienordnung“

(this might change in the future)

The logo for 'StuRe' is written in a stylized, black, handwritten-style font. The letters are bold and connected, with a cursive feel. The 'S' and 't' are joined, as are the 'u' and 'R', and the 'e' is a simple, rounded shape.

STUDY ORGANISATION

Orders

- Study Regulations (PStO):
 - *regulates the course of studies and examination*
- Examination Regulations - General Provisions (PStO-AB):
 - *regulates the study and examination law for all students of the TU Ilmenau*
- Examination Regulations - Special Provisions (PStO-BB):
 - *Course-specific additions (e.g. number of free attempts)*
- Module Table (MT):
 - *Overview of all modules according to the curriculum*
- Module Handbook (MH):
 - *It describes the requirements, procedure and forms of examination for each module.*

Exam registration

The *module handbook* regulates subject-specific requirements for some examinations, e.g. the passing of vouchers or basic subjects.

and the form of examination is specified there

The Terminals **can't be used** anymore for registering exams. This is how you sign up for exams under the new system:

1. Use eduroam at the TU Ilmenau OR download the VPN to access from home
2. Go to "<https://os.tu-ilmenau.de/>" (if you are not using the TUI's Internet or VPN you will get a „No Access“ message)
3. Log in with your University account (f.e aabb1234)

Exam registration

The *module handbook* regulates subject-specific requirements for some examinations, e.g. the passing of vouchers or basic subjects and the form of examination is specified there.

Written registration at the examination office:

- for the bachelor thesis
- for student research projects (project seminar)
- for additional services
- on clearances
- for second repeat examinations

(Each examination is registered with the examination board of the respective degree programme, the examination office only administers)



Exam registration

until 19.01.2022

- The examination dates can be found in the Open Timetables (binding): <https://opentimetable.tu-ilmenau.de/>
- Make sure to stay up to date with the [students] E-Mails in case there are changes to the general examination process

Registration for the examination or mock exam
(not of the module: *PStO-AB § 16 Abs. 4*)

In the Thoska portal:

Examination organisation → Examination registration and deregistration

→ Print the confirmation of registered exams and take it with you to the exam!

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Exam deregistration

Generally: PStO-AB § 16 Para. 6:

"Students may cancel their participation in the examination in the university's examination administration system or in text form up to four days prior to the date of the examination at the Examinations Office responsible; withdrawal after this deadline is only possible in accordance with § 22"

Special Statue for COVID-19 §4 Para. 3:

„Notwithstanding § 16 Paragraph 6 PStO-AB, deregistration from the attempt of the examination is permitted in the electronic system up to **one day before the examination.**”

> 1 Day

With the same process used for registering or in the examination office, therefore register in case of doubt!

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Semester off

- Registration for WS 2021/22: Semester start until 11/01/2022
- Submission to the ASC
- **Retroactive leave of absence is excluded according to the enrolment regulations**
- Forms can be collected from the ASC as **green** slips:
<https://intranet.tu-ilmeneau.de/site/asc/FormServerTemplates/antrag-beurlaubung-plain.pdf>
- maximum 2 semesters (regular)
- only examinations up to the previous semester can be taken
- Commencement deadlines are postponed
- Repeat deadlines remain (paused due to the COVID special statute)

Voluntary benefits

- Subjects not included in the curriculum (e.g. from the consecutive Master's programme)
- Every student may participate in every course at the TU Ilmenau as long as it is organisationally possible.
- Participation in the examination may not be denied
- are taken as coursework/credits
- are shown on the university transcript

Caution:

- "open examination procedure"
- Electives must be completed once they have been taken.

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EXAMINATION ENTRY

Initial deadlines

Corona Special Statutes (as of 11.11.21) § 3 Para 1:

"The deadlines for examinations (§ 10 PStO -AB) according to § 19 paragraph 2 sentence 1 PStO-AB (deadline for retaking examinations) as well as §20 PStO -AB (deadline for first time examinations) **are suspended** for the winter semester 2021 /2022. Accordingly, the winter semester 2021 / 2022 is not included in the determination of whether examination achievements were taken on time within the meaning of § 21 paragraphs 1 and 2 PStO -AB (free attempt (Freiversuch), grade improvement)."

Normal operation:

Standard period of study + 2 BA-Semesters/4 Diplom-Semesters (§ 20 PStO-AB)

- Examination deregistration/withdrawal up to 4 days before the examination
- Failure: Grade 5.0

Repeat deadlines

Corona Special Statutes (as of 11.11.21) § 3 Para 1:

"The deadlines for final examinations (§ 10 PStO -AB) according to § 19 paragraph 2 sentence 1 PStO-AB (deadline for retaking examinations) as well as §20 PStO -AB (deadline for first time examinations) are suspended for the winter semester 2021 /2022."

Normal operation:

PstO-AB § 19 Para. 1:

"Each failed examination (§ 13) may be repeated once. The second re-take of an (graded) examination is permissible in six cases in Bachelor's degree courses and in three cases in Master's degree courses and in Diploma degree courses in accordance with the PStO-BB"

and PstO-Ab § 19 para. 2:

"The retake of an examination must be completed within the following two semesters (retake deadline). De-registration or leave of absence does not extend the retake period."

→ 2 semesters after the regular deadline!

Online Exams

- Be sure to check/observe format! (Mostly JPG/PNG/PDF accepted).
- Pay attention to upload times and make sure you have an Internet connection.
Tip: If there are problems, inform the tester immediately!
Many internet providers have online information about malfunctions, which you can call up.
- Use the offer of the computer center, if your Internet connection is too bad (if necessary, sit in a seminar room)

Exam cancellation

Cancellation of last semester's exams are (Summer Semester 2021) still possible until 11.01.22

- Form:
https://intranet.tu-ilmenau.de/site/asc-po/FormServerTemplates/Formular_Anullierung_SS21.pdf
- For this Semester (Winter Semester 2021/22) new regulations apply according to *Corona Special Statutes (as of 11.11.21) § 3 Para 2:*

“In the winter semester 2021 / 2022, should students be prevented from participating in the teaching of one or more modules, each amounting to at least 50% of the total semester-related workload, due to pandemic-related reasons for which they are not responsible (e.g. quarantine, care of children due to day-care centre or school closures), they may, upon application and proof of the reasons, have the academic achievements completed in the winter semester 2021 / 2022 for these modules (§10 PStO-AB) recognized as not having been taken.”

Sick note

PstO-AB § 22 para. 1:

"A missed or abandoned examination is considered to have been taken and not passed unless the examination board recognizes the reason for abandonment or default on the student's request."

- Applies to deadlines and examination registrations
- Immediate notification in written form to the examination office
- with medical certificate
- At the request of the examination committee, also a medical certificate (*PStO-AB § 22 Para. 4*).

PstO-AB § 22 para. 1:

"The reason must be reported to the Examination Board immediately and must be made credible. If this is not immediately possible, the reason must be given and submitted within a time limit set by the Examination Office."

Immediately = on the same day!

"Push"

- Term for postponing an examination within the time limits or with a sick note

Caution: "snowball effect":

- *a single snowball can trigger a whole avalanche*
- "deferred" examinations will be added to the regular ones in the next semesters
- Accumulation of exams
- Often leads to prolongation of studies

Free attempts

PstO-AB § 21 para. 1:

"The PStO-BBs may determine that an initially failed examination is considered as not taken if it was taken for **the first time before or at the time of the semester recommended in the PStO-BBs** (appendix Curriculum) (Freiversuch, "free attempt")."

- failed examinations will not be assessed
- only if the examination was taken before or during the regular semester

PstO-AB § 21 Para. 2:

"Passed examinations may be re-taken once to improve the grade if they were first taken before or the first time before or at the recommended semester in the PStO-BB (appendix Curriculum)."

- Grade improvement attempts



Free attempts

- Corona Special Statutes (as of 11.11.22) § 3 Para. 1

"Accordingly, the winter semester 2021 / 2022 is not included in the determination of whether examinations were taken on time within the meaning of § 21 paragraphs 1 and 2 PStO -AB (free attempt (Freiversuch), grade improvement)."

Free trials

PstO-AB § 21 para. 1:

"The declaration to take part in a Freiversuch ("free attempt") must be made irrevocably in writing to the Examinations Office upon registration for a new examination, but at the latest by the expiry of the registration period for the first re-examination."

→ Registration before the first re-examination!

Since 2019, the number of free attempts (+ grade improvement attempts):

PStO-AB § 21 para. 3:

"The total number of permissible Freiversuche ("free attempts") and grade improvements (quota) corresponds to the regular number of semesters (§ 5) of the respective major. Students are free to choose whether and in which combination they wish to claim the quota of free and grade-improvement attempts. Only one Freiversuch ("free attempt") can be claimed for a failed examination and only one grade improvement can be claimed for a passed examination"

The second re-take

PstO-AB § 19 Para. 1:

"Each failed examination (§ 13) may be re-taken once"

PstO-AB § 19 Para. 1:

"The second re-take of an (graded) examination is permissible in six cases in Bachelor degree courses, in three cases in Master's degree courses and in Diploma degree courses in accordance with the PStO-BB. The PStO-BBs may determine a higher number of up to 40 percent of the graded and non-graded achievements in the major."

2. W. is already a case of hardship, not a regular case (does not have to take place)

- Registration in writing at the examination office
- In the event of failure, loss of entitlement to examination Bachelor ≡ Exmatriculation

Recommendation of the Ref Soz:

Ask us and/or the student council beforehand and also do a consultation with the examiner beforehand

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Viewing grades

PstO-AB § 18 Para. 2:

"The assessment procedure must be completed two weeks after the beginning of the following semester."

PStO-AB § 18 Para. 2:

"In the case of entry in the electronic examination administration system, the grade is considered to have been announced six weeks after the start of the semester; § 36 must be observed. Students are responsible for obtaining information on the results of their assessment of their examinations and study achievements"

Inspection of the examination file (PStO-AB § 36 Para. 1):

- It is permitted to take photos/copies of your examination documents and the examiner's notes **BUT** without the assignment of tasks and only for personal use.
- You can be accompanied by a member of the Student Representative Council or the Social Affairs Department during the inspection.

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SUPPORT

Blackout prevention

In case exam anxiety sets in:

- Breathing exercises!

In the run-up:

- Good preparation, efficient learning techniques, realistic schedule
- enough food, drink, sleep
- Mentally go through the exam situation beforehand
 - For example take mock exams with the time limit and only the available cheat sheets!

→ Remember what to do in case of emergency

(next page)

Blackout prevention

Help in case of need: Examinations

→ Let off steam!

- *if possible: leave the room, move, also swear*
- *more inconspicuous: move toes and feet under the table*

→ Keep busy and distract!

- *eat something, copy out a task, sort sheets, open a window*
- *Getting thinking flowing again (e.g. counting, prime numbers, reciting the alphabet)*

Blackout prevention

Help in case of need: Oral examination

- drink something!
- Ask the examiner to repeat the question!
- ask for time to think it over!
- Tell the examiner that you have blacked out and ask for a change of subject.
 - *with reference to later taking up of the old question*

Psychosocial counselling

Counselling offer:

- Self-esteem problems
- Contact difficulties, depressive moods with negative impact on own motivation to study
- Stress symptoms
- Mental crises
- Parental demands or difficulties with the social environment
- Fears of exams and the future
- Suggestions for learning and working techniques
- Dealing with writer's block
- Addiction problems

There is nothing wrong with getting advice!

Stefan Weniger

Psychosocial Counselling of the
Studierendenwerk

House B, Max-Planck-Ring 9

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E-mail: stefan.weniger@stw-thueringen.de

Pathways to psychotherapy:

KBV (National Association of Statutory Health Insurance Physicians):

Number :116117

- Possibility to find quick appointments:
 - You can find the doctor with the next available appointment.
 - You cannot choose the doctor (or place, can be e.g. in Arnstadt!)

What you need to bring:

- For **psychotherapy**: no referral slip
For **psychiatry**: referral slip (from family doctor, for example)
- Health insurance **chip card**

In case of emergency → on-call service available at **116117**

More at:

<https://www.kbv.de/html/arztsuche.php>

Compensation for disadvantages

PstO-AB § 28 para. 1:

"When students can credibly demonstrate that they are not able to provide evidence of their existing abilities in the required form or for the required period of time due to a personal impairment of more than six months' duration due to long-term or permanent disability or chronic illness, the Examination Board responsible shall, upon application and in compliance with the principle of equal opportunities and the specific qualification goal, grant them an individual adjustment of the uniformly applicable study and examination conditions in a manner that takes their personal impairment into account (compensation for disadvantages)."

Apply at the beginning of the respective semester (PstO-AB § 28 Para. 2).

- Studying with a child
- Studying with a chronic illness/disability

Creation of special study plans possible

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Contacts

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Counseling for students with impairments or chronic conditions

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Double / part-time / distance learning

Double degree programme:

Matriculation Regulations § 10

Part-time study:

e.g. simultaneous employment, special family conditions or health reasons.

Matriculation Regulations § 11

Distance learning:

PStO-AB § 6 para. 2:

"The distance learning course is completed on a part-time basis. These courses are offered with integrated attendance times and are aimed mainly at working people and prospective students with special family obligations in accordance with the Enrolment Regulations. The study program is subject to fees according to the General Fee Regulations (AGO) of the university."

Result: Special study plans

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Summary

Consulting:

only paragraphs count

- Exam-Registration: 12.01.22 - 19.01.22
- P deregistration: until 1 day before the exam (WE counts!)
- Re-registration for the SoSe : 10.01.22 - 28.01.22
- Vacation semester: until 11.01.22
- First entry deadline: Paused (Corona special statute)
only for final credits from the first 4 Bachelor semesters (regular).
- Repeat deadline: Paused (Corona Special Statutes)
2 semesters after failure (regular).
- Free attempts: register before the first retake exam

- Avoid blackouts through good preparation (remember emergency actions)
- Compensation for disadvantages and special study plans possible
- After the fact: If you fail an exam or suspect problems with corrections or assignments, please contact us directly! We will show you your options.

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ENQUIRIES

If you have any questions, please contact us!

Contact:

- ref-soziales@tu-ilmenau.de
- we4you@tu-ilmenau.de
- ref-internationales@tu-ilmenau.de

On the web:

stura.tu-ilmenau.de

Student Committees

Papers