



Universität zu Köln

*Gemeinsamer Prüfungsausschuss*

der Wirtschafts- und Sozialwissenschaftlichen Fakultät

## General information from the Examinations Office

The information listed here does not replace knowledge of the exact regulations, e.g. for registering for examinations, submitting final papers, etc. You will only find some basic information here.

You can find the regulations on the website of the Examinations Office (<https://uni.koeln/8KXL6>).

In accordance with case law, knowledge of the relevant examination regulations is also part of a student's duties. You will find an up-to-date version on the web pages of the Examinations Office (<https://uni.koeln/RLAUF>). The official announcements mentioned there are published on the website of the University Administration.

All special regulations relating to examination performance in the individual deadlines, in particular deadlines, dates, names of examiners, examination rooms as well as all other notifications relating to the course of the examination procedure are published with legally binding effect in good time on the web pages of the Examinations Office or on the website of the Campus Management System (KLIPS). Since this also applies to current information, you should visit these pages regularly.

### 1. Registration for examinations

Participation in examinations is possible in any order from the first semester onwards; any obstacles to admission are explicitly listed in the respective examination regulations. However, when determining the order of the examinations, you should follow the instructions of the student advisory service, as the faculty can only guarantee seamless study within the standard period of study if the recommended study plan is followed.

Registration via **KLIPS** is required for each examination. **An activated SMAIL account is required to register for examinations.** The registration must be made within the deadline announced on the KLIPS pages. Please note that registering for a course in KLIPS is not the same as registering for an examination in KLIPS. If you wish to take an examination, it is not sufficient to register for the corresponding course in Klips. You must always also register for the examination.

In some cases, an examination registration is first made via the corresponding examination at the course. After expiry of the deregistration deadline, the registration is moved to the corresponding module examination, provided that registration in this module is permissible according to the examination regulations. Barriers to admission to the module examination are, among other things, the successful completion of the module examination and an existing registration for the module examination. The registration context is adopted. The announced deadlines also apply to registration for these examinations.

**Check your examination registrations regularly. Incorrect registrations can only be corrected within the announced registration period. You should therefore avoid submitting your registration on the last days of the registration period, as it may then no longer be possible to check and, if necessary, correct your registration before the deadline expires.** After this deadline, neither a late entry nor a correction of an incorrect entry is possible. Withdrawals are also made via KLIPS. **Therefore, please pay close attention to the deadlines specified in KLIPS, which are individual for each examination.**

After expiry of the above-mentioned deadline, withdrawal of a registration is only possible for a valid reason. A valid reason must be notified in writing to the chairperson of the examination board without delay and must be substantiated. The regulations that apply in the case of an application for subsequent withdrawal are published on the website of the Examinations Office (<https://uni.koeln/XKFMF>). **Please familiarise yourself with these regulations at the beginning of your studies so that you are already aware of them in the event of illness.**

If an application for subsequent withdrawal is granted, this will be noted in KLIPS. Only if your application is rejected you will receive written notification of this.

## **2. Procedure of Examinations**

The registration and examination dates for the individual examinations are published on the KLIPS pages in time before the start of the lecture period. You will also find out which examination rooms you have been assigned to in KLIPS before the examinations begin; in individual cases, you will be referred to the respective department.

The stipulations made regarding the admissibility of aids (in particular of calculators, formularies and legal texts) as well as the admissibility of entries in formula collections and legal texts are announced on the website of the examination office (<https://uni.koeln/3RKU4>). If, in addition, examiners permit further aids, this announcement is made at the latest two weeks before the examination in question via KLIPS or on the chair's website.

The examination board has laid down precise regulations on the procedure of examinations, in particular written examinations and homework. You can find these on the website of the Examination Office (<https://uni.koeln/N3XYS>). Please familiarise yourself with these regulations in good time before an examination in order to avoid possible attempts at cheating.

## **3. Results of examinations and Bachelor's or Master's examinations, certificates**

The results of the examinations are published in KLIPS immediately after they have been received by the Examinations Office.

The dates for the inspection of examinations are published in a timely manner by the chairs on a central website of the faculty (<https://uni.koeln/Z2EBA>).

The regulations and deadlines which must be observed for a review of the assessment of an examination are published on the website of the Examinations Office (<https://uni.koeln/JXSKL>).

As soon as the examination office has received the (positive) assessment of the last examination performance required for the successful completion of a degree programme, you will receive a "provisional certificate" about this completion. The final graduation documents are handed out at the faculty's graduation ceremony, which takes place twice a year (<https://uni.koeln/NTP22>).

#### **4. Recognition of examination results**

Examination results obtained in other degree programmes at the University of Cologne, at other state or state-recognised universities, at state or state-recognised universities of cooperative education or in degree programmes at foreign state or state-recognised universities can be recognised on application, provided they do not show any significant differences to the result to be accredited. It is recommended to submit such an application for recognition at the beginning of the degree programme so that it is clear in good time which examinations can be recognised. The application must be submitted via the WiSo Credit Centre and list exactly which modules are being applied for recognition. The recognition of a Bachelor's or Master's thesis taken elsewhere is generally not possible.

If you completely waive the recognition of achievements from previous degree programmes, this does not have to be actively communicated. In this case, you simply refrain from submitting an application for recognition.

However, students who change their degree programme within the University of Cologne should note the following information in this context:

1. Examinations passed in the previous degree programme which are compulsory examinations in the new degree programme will be accepted in any case. Since these examinations cannot be taken again in the new degree programme and it is not possible to waive the transfer, you must register in writing with the Examinations Office after transferring to the new degree programme and point out that you have already taken the corresponding examinations at the University of Cologne.
2. If you have passed examinations in your previous degree programme which are compulsory elective examinations in the new degree programme, these will be transferred upon written application. A module passed in the previous degree programme cannot be taken again in the new degree programme. If you do not submit a corresponding application for transfer, another compulsory elective module must be taken.

With the exception of the Studium Integrale, only examinations that could not be repeated at will, i.e. that resulted in the allocation of malus points or failed attempts in the case of a failure, can be used for a possible recognition of examination achievements.

The procedure for the recognition of examination results is explained on the homepage of the Examination Office.

## 5. Miscellaneous

Please note that only the head or the deputy head of the respective examination office or the chairperson or the deputy chairperson of the respective examination board can provide legally binding information on questions regarding examination law.

You can send enquiries to the Examinations Office via the letterbox in front of the WiSo Student Service Point, by post, fax or - and this is the quickest way - via the WiSo Student Service Point. Please note that requests must always be signed. Please always include your matriculation number and a telephone number where the Examinations Office can reach you.

Please note that personal data will only be sent to the postal address stored in KLIPS. If you would like your data to be sent to a different address, we require a signed application from you listing this other address.

Please note that for legal and factual reasons, the Examinations Office cannot provide any information based on requests sent by e-mail.

You should correct any changes of address, telephone number etc. in KLIPS immediately. This is the only way to ensure that important letters or calls from the Examinations Office can reach you.

You can find all further information on this on the Internet pages of the Examinations Office (<https://uni.koeln/2TK55>).

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