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**UNIVERSITÄT  
ERFURT**

**WINTER SEMESTER 2024/25**

**Step by Step  
into my Studies**

# Step by Step into my Studies\*

Dear students,

Welcome to the University of Erfurt! Here is some brief and important information for the start to your studies.

Don't perforate and file, read it!

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\*[https://www.uni-erfurt.de/fileadmin/Hauptseiten/Studium/SUL/studienberatung/Start\\_ins\\_Studium/Step\\_by\\_Step\\_into\\_my\\_Studies.pdf](https://www.uni-erfurt.de/fileadmin/Hauptseiten/Studium/SUL/studienberatung/Start_ins_Studium/Step_by_Step_into_my_Studies.pdf)

## Study Orientation Days (Studieneinführungstage - STET)

At the end of the introductory days, your [timetable](#) for the first semester will be set and you will know the content and procedure of your studies!

Teachers, students and the Department 1: Studies and Teaching (D 1: SuL) will make it as easy as possible for you to start your studies. Your tutors in the Bachelor Programme will guide you through the university, the faculty buildings, the library, the Language Centre and the Computer Centre. You will get to know your first fellow students, with whom you will also explore the city.

## Language Skills

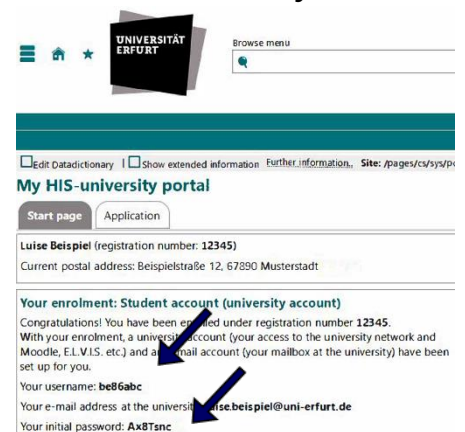
Proficiency in one or several foreign languages is required or recommended for individual subjects. The requirements can be found in the respective [examination and study regulations](#).

Admission to language courses from level A 2.1 requires participation in language placement tests. These are offered by the Language Centre in the two weeks before the lectures start, i.e. also during the STET. Information on this is provided by the Language Centre on the following website:

[Placement Tests for Registration](#)

## University and E-Mail Account, Student Card

The university has set up a personal access to the university network (university account) and an e-mail address (...@uni-erfurt.de) for you. You must activate both accounts separately. To do this, you will need the new user name set by the university and the initial password required for activation. Both will be made available to you after enrolment in the student portal on the <https://hio.uni-erfurt.de/> page. To retrieve these, use your username and password from the application process for the last time.



The screenshot shows the 'My HIS-university portal' for Luise Beispiel (registration number: 12345). It displays the current postal address and a section titled 'Your enrolment: Student account (university account)'. This section includes a congratulatory message and lists the following details:

- Your username: **be86abc**
- Your e-mail address at the university: **luise.beispiel@uni-erfurt.de**
- Your initial password: **Ax8T5nc**

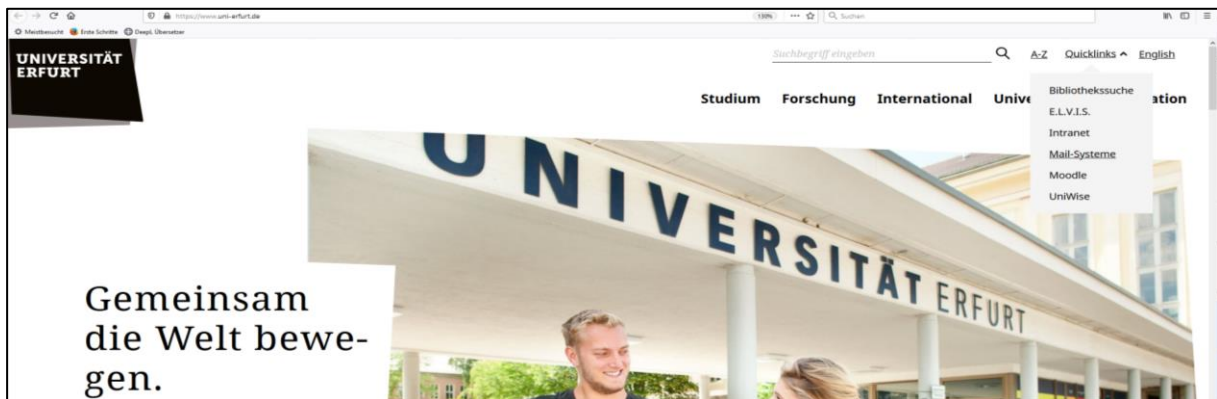
Blue arrows in the original image point from the text in the main document to these specific details in the screenshot.

If you have not already been able to activate it at home, you should do so now at the latest, if necessary with the help of the [Computer and Media Centre](#) (URMZ). The following services are available solely after the activation process is finished: Your ...@uni-erfurt.de address, your WiFi access [Eduroam](#), the information and borrowing services of the [University Library](#) of Erfurt, the teaching and learning

platform [Moodle](#) as well as the examination platform [Wiseflow](#) during the examination period.

After activation, you can access your enrolment certificates in the student portal at <https://hio.uni-erfurt.de/>. In the study and examination portal [E.L.V.I.S.®](#) (**E**rfurter **L**ehr**V**eranstaltungs- und **I**nformations**S**ystem) you will find all courses that have been created for your degree programme in this semester under [Meine Lehrveranstaltungen](#) (course catalogue).

Please use only your university e-mail address for correspondence with the university from now on. You can access your e-mail account via quicklinks/mail systems and via [webmail](#).



Don't forget to [validate](#) your student card ([thoska](#)) at your first visit on campus. Information about [thoska](#) services and [validation stations](#) can be found here:

[thoska for students](#)

## Student Counselling

Student counselling is offered by a wide variety of offices within the university. Don't be afraid to ask questions, all of them will be happy to help you.

### 1. Mentoring programme

A mentor (professor or academic staff of your main subject) is responsible for academic advice during your Bachelor studies. You either choose this mentor at the beginning of your studies or they will be assigned to you. You will find out more during the STET.

You can discuss your study and course plan for the main subject with your mentor. They will be available to answer any questions you may have about setting a focus, planning an internship, studying abroad, etc.



## **2. Advisory Service for the Bachelor Subsidiary Subject**

The Programme advisory service supplements the mentoring in matters concerning the subsidiary subject: contents, focal points, study and examination regulations, study and examination schedules, performance requirements and certificates, and the crediting of previous study achievements (e.g. in case of change of programme and/or university). Contact details can be found at:

[Advisory Service for the Bachelor Subsidiary Subject](#)

## **3. Examination Matters**

Information on examination matters, examination regulations, supporting documents, sickness notifications, etc. as well as confirmation of already accepted achievements for the BAföG office can be obtained from D1: SuL, on 0361/737-5100 (Mon to Fri from 9 to 11:30 a.m.) or via e-mail:

E-Mail: [pruefungsangelegenheiten@uni-erfurt.de](mailto:pruefungsangelegenheiten@uni-erfurt.de)

Office hours on site: Mon to Thu from 12 to 15 p.m.

## **4. Student Affairs**

Information on application, admission, enrolment, change of subject, re-registration, leave of absence, long-term study fees, etc. can be obtained from D1: SuL, on 0361/737-5100 (Mon to Fri from 9 to 11:30 a.m.) or via e-mail:

E-Mail: [studierendenangelegenheiten@uni-erfurt.de](mailto:studierendenangelegenheiten@uni-erfurt.de)

Office hours on site: Mon to Thu from 12 to 15 p.m.

## **5. General Student Advisory Service**

The General Student Advisory Service provides information and advice on the various university studies, helps you getting started with your studies, and helps with difficulties that might arise during your studies. It will also support your entry into professional life. In doing so, it cooperates with the career counselling service of the Federal Employment Agency. Advice is provided by the D1: SuL, which can be reached at 0361/737-5100 (Mon to Fri from 9 to 11:30 a.m.) or via e-mail:

E-Mail: [allgemeinestudienberatung@uni-erfurt.de](mailto:allgemeinestudienberatung@uni-erfurt.de)

Office hours on site: Mon to Thu from 12 to 15 p.m.

## 6. Diversity Officer

If you are studying with disabilities/chronic illnesses, the D1: SuL will give advice on behalf of the Diversity Officer, especially about compensation for disadvantages. These topics should be discussed at an early stage in your university life, so that the university can acknowledge them. Further information is available via the following link:

[Studying with Disabilities and Chronic Illnesses](#)

You can make appointments by calling 0361/737-5100.

## 7. Student Council

The student council, which represents the students enrolled at the university, also offers help in all student matters.



[Student Council](#)

## 8. Departmental Student Council

Departmental Student Council are the student representatives of a specific subject. They will represent your interests to the faculty. You find an overview of all Subject Student Councils at

[Subject Student Council](#)

## Temporal and Subject Structure of the Study Programme

The university expects a full-time study and examination load of 900 hours per semester. This is comparable to a full-time job of 40 hours a week. The expected workload is expressed in 30 parts, the so-called credit points (LP). This means that 30 hours are allotted to one LP. This corresponds to the **E**uropean **C**redit **T**ransfer and **A**ccumulation **S**ystem (ECTS).

	<b>B-Main Subject</b>	<b>B- Subsidiary subject</b>	
1.- 2. Sem.	30 LP/ECTS	30 LP/ECTS	Orientation Phase
3. - 6. Sem.	90 LP/ECTS	30 LP/ECTS	Qualification Phase
Totals	120 LP/ECTS	60 LP/ECTS	

In the Bachelor programme, ten courses á 3 LP/ECTS are typically to be attended in each week of the lecture period in the first two semesters.

## My first Timetable!

The timetable is to be prepared in three steps:

1. First of all, you have to read in the [examination regulations](#) which modules have to be completed and which can be completed in order to successfully complete the orientation/qualification phase or the Master phase. This is specified in the examination regulations in the paragraph on the "structure of the degree programme" (usually § 4 or 5).
2. A module is generally completed when the module examination has been passed or accepted. The sub-modules you must attend, in order to pass the module examination, can be found in the module descriptions, which are attached to the examination regulations. A few modules exist which can be finished without an examination (MoP).
3. Once you have determined which modules are to be completed with which sub-modules, select the courses assigned to the sub-modules under [Meine Lehrveranstaltungen](#) (Course Catalogue) before each semester and transfer them to your [timetable](#) with lecturer, title and sub-module identifier (e.g. M01#01).

## Examination and Study Regulations, Module Descriptions

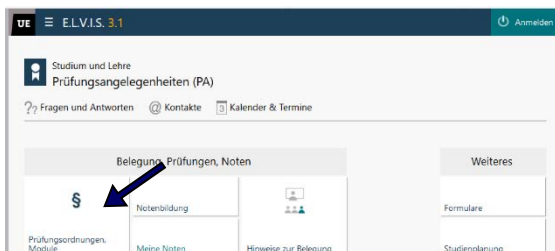
All questions regarding your studies can always be answered with the help of your examination and study regulations (POs) as well as the attached module descriptions (module catalogue), and the [Framework Examination Regulations \(RPO\)](#).

The examination regulations that are relevant for your subjects are listed in your certificate of enrolment, which you can access via the student portal at <https://hio.uni-erfurt.de/>

Abschluss	Fach	Prüfungsordnung	Typ	RSZ	FS
B	Anglistik/Amerikanistik (Hauptfach)	B_PO_Ang-2021_Ha_2021-06-30	V	6	1
B	Staatswissenschaften Wi (Nebenfach)	B_PO_Sta-2021_HN_2021-06-30	V	6	1

Typ=Studientyp (V=Vollzeit, T=Teilzeit), RSZ=Regelstudienzeit, FS=Fachsemester

For example, in the examination regulations for English/American Studies, in § 1, a reference to the framework examination



regulations (RPO) is presented, which contains the regulations that apply to all [examination regulations](#).

B Ang 2021		Anglistik/Amerikanistik		English and American Studies	
<b>AA 01 GS</b>	<b>Grundlagen der anglistischen Sprachwissenschaft</b>				(1)
<small>Verantwortlich: Anglistik/Amerikanistik            Foundations of English Linguistics            O-Phase      Angebot: alle 2 Semester      Dauer: 2 Semester      9 LP            Erforderliche Lehrveranstaltungen: Je eine Lehrveranstaltung zu #01, #02 und #03            Modul-Hinweise: Das Modul ist abgeschlossen, wenn die Modulprüfung #99, #99 oder #96 mit der Note 4,0 oder besser bestanden ist. Es gilt als bestanden, wenn die geforderten Studien- und Prüfungsleistungen anerkannt sind. Ist keine Modulprüfung vorgesehen, ist das Modul abgeschlossen, wenn die geforderten Studienleistungen nachgewiesen sind.</small>					
				HP	P
AA 01 GS#01	qt 3*	V Einführung in die anglistische Linguistik	Anbieter: Anglistik/Amerikanistik	3LP	P
		Introduction to English Linguistics			
AA 01 GS#02	qt 3*	V Phonetik und Phonologie des Englischen	Anbieter: Anglistik/Amerikanistik	3LP	P
		Phonetics and Phonology of English			
AA 01 GS#03	qt 3*	S Englische Morphologie und Syntax	Anbieter: Anglistik/Amerikanistik	3LP	P
		English Morphology and Syntax			
AA 01 GS#99	HP*	MP 3*	NP Modulprüfung		P
		Anbieter: Anglistik/Amerikanistik			
		Module Exam			

Coloured module lists (*Modul-listen*) serve as a table of contents and as an overview in the module catalogue. The module level is indicated in red and the submodule level in blue. Please print your examination regulations and module lists because they will accompany you during the STET and your entire studies!

## Courses Offered - Course Catalogue

You find your courses for your semester in [E.L.V.I.S.®](#): [Meine Lehrveranstaltungen](#) (Course Catalogue).

Sorted by subjects, modules and sub-modules, you find all information about the courses here. Be aware that the course catalogue will be updated until the beginning of the booking period.

Wintersemester 2022					
Bachelor (B)					
B RPO 2019					
B Anglistik/Amerikanistik 2021					
<input checked="" type="checkbox"/>	B Ang 2021 AA01GS	Grundlagen der anglistischen Sprachwissenschaft		9 LP	O
<input checked="" type="checkbox"/>	B Ang 2021 AA01GS#01	Einführung in die anglistische Linguistik		3 LP	V
<input checked="" type="checkbox"/>	B Ang 2021 AA01GS#02	Phonetik und Phonologie des Englischen		3 LP	V
qt	Frank LORENZ	Phonetics and Phonology of English	W6	11.10.2022-31.01.2023	Di 10:00-12:00
		WS 2022 08F486EC-A5E1-4F0F-A298-FDD647EFDFFD			

## Semester Calendar

The [semester calendar](#) contains the most important dates for your study planning.

## Orientation Phase in the Bachelor Programme

In the first year of your Bachelor studies, the so-called orientation phase (*O-Phase*), you should **1.** familiarise yourself with the examination system at the University of Erfurt, **2.** determine whether the subjects you have chosen meet your expectations and **3.** prove yourself in the chosen subjects.



The module examinations (MP) of the O-Phase must be passed. If you are not successful in the first attempt, you can retake them only **once** in the same semester on a second examination date. If you pass the required MPs, your studies will continue in the qualification phase (*Q-Phase*).

You may change your main and/or subsidiary subject once at the end of your 1st year of studying. After the orientation phase ends, a change of subjects is usually not possible. If you want to change your subject(s), submit your written [request](#) to D1: SuL. If you wish to change to a subject with restricted admission, you must apply for admission by 15 July (exclusion deadline).

### **Registration and Attendance of Courses**

We guarantee you attendance in compulsory courses in your degree programme, while participation in elective courses may be limited to a certain number of students. In the case of courses with participation limits, the faculties offer registration procedures. You will be informed about these in the course catalogue or in the courses themselves. The lecturer decides about admission to the course in the first two sessions.

### **Booking (Belegung), Examination Registration**

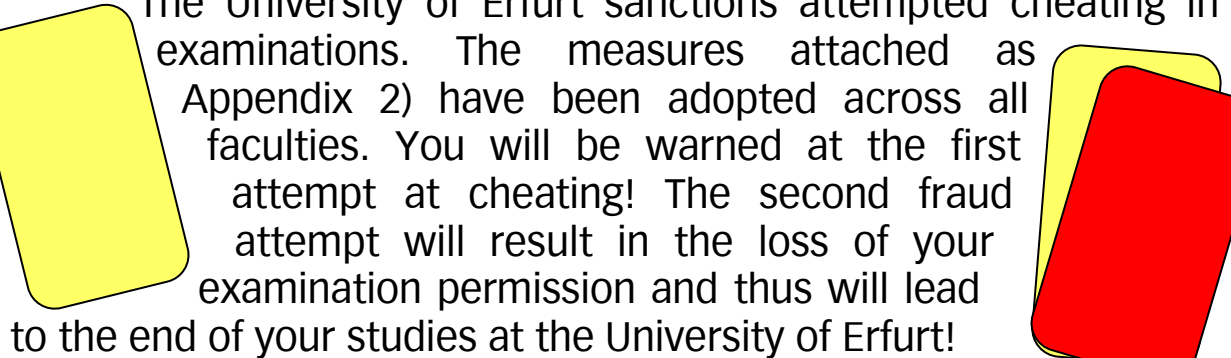
Once the registration for the selected courses is finalized by the lecturer in the 1st and 2nd week, you have to book via [E.L.V.I.S.®](#) ([Belegung](#)) within the 3rd and 4th week of the lecture period for the courses **and** the module examinations. Booking via E.L.V.I.S.® will be explained to you in the STET. Please only submit your online booking once you have completed your booking planning, as this is binding and **cannot be changed!** You can only submit a subsequent booking if you have a reason for which you are not responsible!

### **Module Examinations and Examination Dates**

Everything about the module examinations and dates will be communicated to you by the lecturers in the first two weeks of lectures. You should also enter expected coursework and their dates (§ 8 Para. 4 B-RPO or § 9 Para. 4 M-RPO) in your [timetable](#) at the beginning of the semester. Module examinations are also scheduled during the lecture-free period! Please note that you will only be admitted to repeat a module examination if you have appeared at the first examination date. According to the framework examination regulations, the examiners are obliged to enter

module examination grades, i.e. if applicable also the grades of the repeat examination, in E.L.V.I.S.<sup>®</sup> at the latest by the beginning of the lecture period of the summer semester or by the end of the first half of the lecture-free period after the summer semester.

## Deception in Studies



The University of Erfurt sanctions attempted cheating in examinations. The measures attached as Appendix 2) have been adopted across all faculties. You will be warned at the first attempt at cheating! The second fraud attempt will result in the loss of your examination permission and thus will lead to the end of your studies at the University of Erfurt!

## Illness During Examinations and Events with Compulsory Attendance

If you fall ill and it is predicatable that you will not be able to take part in an examination or to meet the deadline for a written examination; or if you miss a course in which attendance is mandatory, due to illness, you immediately have to consult a doctor. The doctor confirms your inability to take exams due to illness on the form ([Krankheitsanzeige](#)), which you have to pre-fill out in parts in advance.

You have to send the application with the doctor's confirmation immediately, either to the University of Erfurt, D1: SuL, Nordhäuser Straße 63, 99089 Erfurt or as a photoscan to [pruefungsangelegenheiten@uni-erfurt.de](mailto:pruefungsangelegenheiten@uni-erfurt.de). You might also use the deadline letterbox at the main entrance of the university. The notification of illness ([Krankheitsanzeige](#)) must have been received within three working days (Monday to Saturday) at the university. ATTENTION: The decisive factor for timely receipt is not the date of your examination, submission or course, but the date on which the inability to take the examination due to illness was observed.

Your absence will only be excused if your application is **received by the deadline**. In case of an inpatient stay, a certificate of hospitalisation from the hospital is sufficient to establish credibility. If you are unable to take an examination due to the care of your sick child, the "Medical certificate for the receipt of sickness benefit in case of illness of a child" is sufficient. Please also attach the

above-mentioned form to these certificates, as your personal details are required for processing.

You and your examiners as well as the lecturers of the courses you have taken in the current semester will be informed about excused absences by e-mail. If an examination was scheduled during the period of the excused absence, the examiner will set a new examination or submission date.

A so-called "certificate of incapacity for work for submission to the employer" is generally **not sufficient** to substantiate a reason for absence!

### **Re-registration** (Rückmeldung)

To continue your studies, you have to re-register every semester. To do this, you have to pay the fees, contributions and charges associated with your studies. You will be notified of the exact amount, the bank details to be used and the purpose of use at the beginning of the re-registration period to your personal e-mail account at the University of Erfurt. Receipt of payment is regarded as an application for re-registration.

The **re-registration deadline** for the summer semester runs from **the 1<sup>st</sup> of January to the 15<sup>th</sup> of February** and for the winter semester from **the 1<sup>st</sup> of June to the 15<sup>th</sup> of July**. Please bear in mind bank transit times. If the amount to pay is not registered on our account after the last re-registration day, a fee of 20.00 Euro falls due. A re-registration at our university is only possible if all payment transactions, including possible fees, are finished.

Once payment has been received in full, you will receive an e-mail informing you that you have been re-registered and that you can print out your certificate of enrolment (Immatrikulationsbescheinigung) in the student portal. You must also extend the validity period of your thoska at the [validation machines](#) provided for this purpose.

Please apply for changes to your name promptly online via the student portal and upload the relevant proof to the portal. You are obliged to keep your contact details (address and please also your telephone number) up to date in the student portal. You can make these changes yourself.

## E.L.V.I.S. Study Account

When you enrol, courses and module examinations are shown in your E.L.V.I.S.<sup>®</sup> Study Account via My grades (**Meine Noten**). Towards the end of the semester, you can also retrieve your grades here.

## Stay Abroad

The University of Erfurt recommends studying abroad for one semester. The 5th semester is best suited for this endeavour. You should start planning in your first year of studying. Information about cooperation agreements with foreign universities, exchange programmes, special features of foreign study systems, application modalities, language requirements, as well as possibilities of financial support can be obtained from the International Office of the University of Erfurt, Administration Building, VG | 0.36, under 0361/737-5030, or via

E-Mail: [international@uni-erfurt.de](mailto:international@uni-erfurt.de)

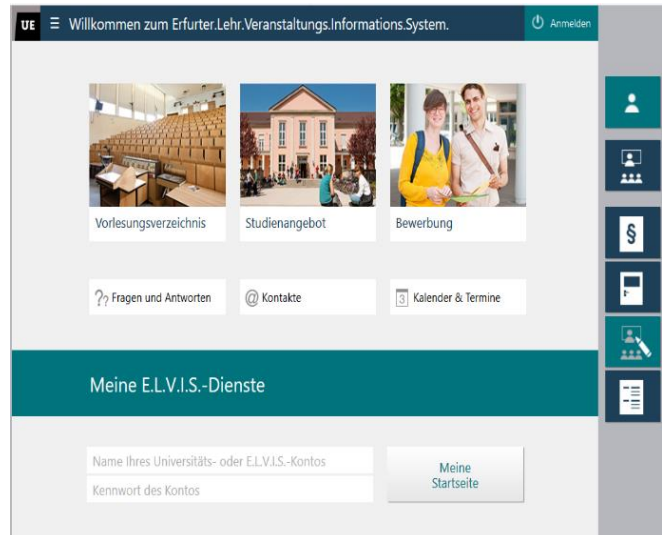
or via

[www.uni-erfurt.de/international](http://www.uni-erfurt.de/international)

Comparable study and examination achievements completed abroad can be accepted for the fulfilment of your Bachelor degree at the university of Erfurt.

## Internship in the Bachelor Programme

A compulsory internship must be completed in your main subject. This internship combines your studies with professional practice. It should usually be completed during the lecture-free period. Further information on this can be found in the module catalogue of your main subject.



# Further Information

## Discrimination and Harassment

Privacy, respect for every person and consideration of their dignity are of central importance to the University of Erfurt. Discrimination on the basis of gender, ethnic or social origin, age, disability, sexual orientation, identity, religion, ideology or political views is to be refrained from. Behaviour that respects the personality of others is valued.

In the event of discrimination, (sexual) harassment and/or violence, you – as a person affected, involved or observing – can contact the university in particular:



- a) [Department 1: Studies and Teaching](#),
- b) [International Office](#),
- c) [Equal Opportunities Office](#) or
- d) [Student Council](#).

These offices offer confidential support and advise on protection and action options.

## Maternity Leave, Bringing Up Children and Studying

As an expectant mother, you are under special legal protection, which also applies during your studies. Please inform us about your expected date of delivery as early as possible using the following [form](#). You will receive individual advice on this special study situation from D1: SuL.



### [Maternity Leave During Studies](#)

Bringing up children and studying simultaneously might be associated with many difficulties and hurdles. The University of Erfurt has therefore set itself the task of supporting you as much as possible. At the University of Erfurt, the Equal Opportunities Office and D1: SuL are available to give advice.

### [Study, Child and Family](#)

## **Semester Ticket - Deutschlandstudierendenticket**

By paying the semester fee, you have acquired the authorisation to order the German student ticket via the homepage of the Verkehrsverbund Mittelthüringen (VMT) [dst.vmt-thueringen.de](https://dst.vmt-thueringen.de). You must have activated your university account (see page 2) beforehand. After ordering, you will be able to access the ticket from 1 October at the latest. You can find an overview of the options for using the DST at:

[Semester Ticket](#)

## **Foundations/Scholarships**

The *Begabtenförderungswerke* award scholarships to students who distinguish themselves through above-average performance as well as through social commitment. They reflect the various ideological, religious, political, economic or trade union-oriented tendencies in Germany. You find the trusted advisors of the various foundations, whom you can contact in particular about scholarships, at

[Begabtenförderungswerke | Vertrauensdozent\\*innen](#)

## **Federal Education Funding (BAföG)**

Application forms and information leaflets on educational loans and grants are available from the BAföG Office of the [Studierendenwerk Thüringen](#). You will find the BAföG office on campus in the:

Mitarbeitergebäude 1 (Hochhaus, Erdgeschoss)  
Nordhäuser Str. 63, 99089 Erfurt  
Tel.: 0361/737-1853

or via:

[Bundesausbildungsförderungsgesetz \(BAföG\)](#)

In the *Glass Box* at the main entrance of the university, you will receive advice from the service office of the Office for Student Financial Aid about all questions regarding student financing and BAföG applications. Coffee to go is available next door.

As BAföG is not paid retroactively, you should have submitted your application by the start of your studies, at the latest by 31<sup>st</sup> October.

## Residence

The Studierendenwerk Thüringen manages halls of residence. Information on free places, hall of residence locations, rents, etc. is available from the Student Housing Department (Tel.: 0361/737-1821). You can apply for a place in a hall of residence online.

<https://www.stw-thueringen.de/en/housing/>

## Main or Secondary Residence in Erfurt

For secondary residences, the city of Erfurt charges a secondary residence tax of 16% of the basic rent, which is waived when the main residence is registered. You should register your flat or room in Erfurt as a main or secondary residence at the Bürgerservicebüro, Bürgermeister-Wagner-Straße 1 (near the main railway station) in 99084 Erfurt.



[Bürgerservice](#)

## Sports Offer

For exercise and physical fitness during your studies, you can take advantage of the Erfurt University Sports Centre - students pay a reduced fee. You find the enrolment periods and further information at:

[University Sports](#)

## Your Department 1: Studies and Teaching

<https://sulwww.uni-erfurt.de>

### Contact:

University of Erfurt  
Department 1: Studies and Teaching  
Nordhäuser Straße 63  
99089 Erfurt  
Tel: +49(0)361/737-5100  
E-Mail: [sul@uni-erfurt.de](mailto:sul@uni-erfurt.de)

### Examination system of the RPOs

The Framework Examination Regulations of the University of Erfurt for the Bachelor and Master's Programme (RPO) contain an examination system that is based on the terminology generally used in examination law. The following terms are used:

The Bachelor degree programme is completed with the **Bachelor/Master's examination**. The Bachelor examination consists of **subject examinations** in the main and subsidiary subject. The subject examinations in turn consist of course-related **module examinations** of the qualification phase including a **Bachelor or Master's thesis**. The examination is passed if subject examinations are passed. A subject examination is passed if the module examinations to be taken for the qualification phase are passed and the academic achievements of the modules without examinations (MoP) are proven. A module is successfully completed if the module examination is passed with 4.00 or better. Only module examinations that have been successfully completed can be taken into account when determining whether the requirements of the O or Q phase have been fulfilled.

The **module examination** (e.g. § 9 Para. 3 B-RPO), i.e. a written examination or an oral/practical examination or a written paper or an oral/practical examination (50%) in conjunction with a written paper (50%) or a Bachelor thesis (e.g. §§ 20 and 21), which is to be completed within the framework of a module, must be passed with a grade of 4.00 or better. If the student fails, the module examination can be repeated once. There is a grade for the module examination (e.g. § 11, Para. 2 B-RPO). The credit points of a module serve as a weighting factor in the calculation of grades, which are multiplied by the module grade in the grade calculation. The term **examination** (Prüfungssitzung) refers to the individual concrete examination process (e.g. an oral/practical or written examination performance). An examination performance is assessed and graded (§ 11 Para. 1 B-RPO). If a module examination consists of only one examination, the examination and the module examination are identical. If a module examination consists of a composite examination, the grades achieved in the individual examinations are combined into one grade (= module grade) according to the percentage stipulated in the examination regulations (e.g. § 11, Para. 2 B-RPO). A less good, even a "deficient" (i.e. graded "insufficient") examination performance can be compensated for by a better graded examination performance. Since all examination performances within the module examination refer to the same module, compensation of poor results in one type of examination (e.g. written examination performance) by good results in another type of examination (e.g. oral/practical examination performance) is justified.

**Study achievements** (Studienbeiträge) according to e.g. § 8 Para. 4 B-RPO are provided in connection with courses. A Study achievement can also include an assessed - but not necessarily graded - individual performance, e.g. pass or fail. The B-RPO and the examination regulations regulate study credits in particular for the case when they are a **prerequisite examination** (Prüfungsvorleistung). A prerequisite examination is a prerequisite for admission to a module examination, i.e. the module examination can only be taken if the prerequisite examination has been passed. The preliminary examination is not included in the respective module grade.



**Joint Determinations**  
of the Examination Committees  
**on Dealing with Attempts at Cheating in Studies**

1. In each degree programme, students in the first semester are to be instructed by the offering subjects on the principles of academic ethical behaviour, in particular on citing external sources as well as the use of unauthorised aids and their consequences (cheating).

In general, information on how to deal with attempted cheating is provided during the study orientation days (STET).

2. **Detection and Reporting of Attempted Cheating** in an Examination Performance
  - a) Attempts to cheat in an examination shall be assessed by the examiner as "not sufficient". Each attempt at cheating must be confirmed on record by a second authorised examiner.
  - b) Attempts at cheating are to be recorded by the examiner in E.L.V.I.S. under: My examinations/ Course/ Candidate/ "Note" as "Deception". The facts of the case must be briefly presented and explained and it must be noted who has confirmed the allegation of deception. (e.g.: Use of unauthorised aids, namely ..., confirmed by ....).
  - c) The examination committee issues a decision on the deception with instructions on how to appeal, a copy of which is sent to the student and the examiner.

New colleagues and lecturers in particular will be informed of this by their subject at the beginning of each semester.

3. **Notification of Cheating** in the Case of a **First Attempt** at Cheating:

- a) The notification of cheating by the examiner, confirmed by a second authorised examiner, is confirmed by the examination committee by means of a decision.
- b) The student will be informed that a further attempt at cheating will result in the definitive loss of the right to take the examination in the degree programme. The loss of the examination entitlement is associated with de-registration in this degree programme.

If the student is still entitled to repeat the examination after the first attempted cheating, the examiner must grant the student the right to repeat the examination.

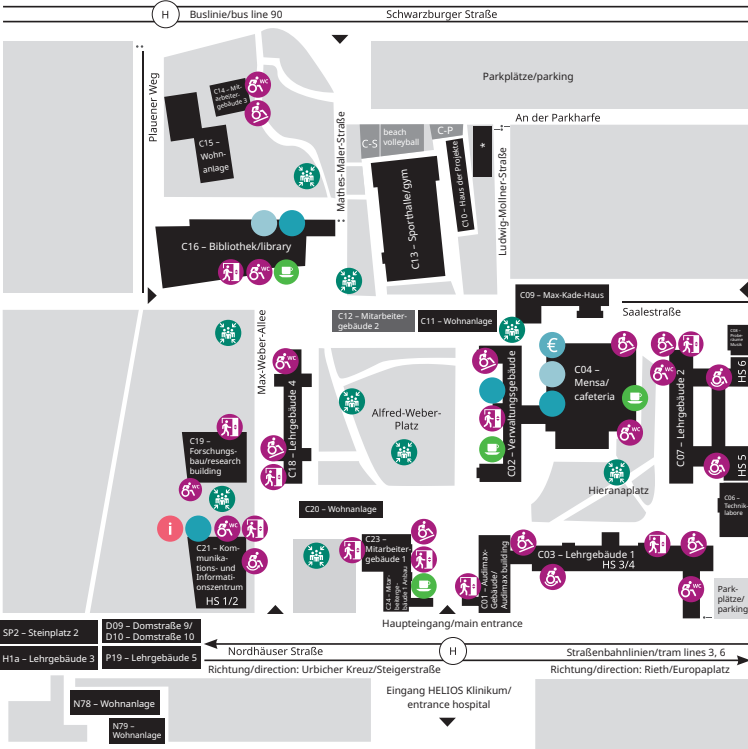
The student can lodge an appeal against the decision with the President or with Department 1 for the record.











4. **Notification** of cheating in the case of a **repeated attempt at cheating**:

A repeated attempt at cheating is considered to be a "serious case" which, as a rule, excludes the candidate from all further examinations in this degree programme. The determination of a repeated attempt at cheating is submitted to the responsible examination committee with the examination file including the grade report as well as a draft decision withdrawing the examination entitlement in this degree programme altogether. The decision confirming a repeated attempt at cheating is immediately forwarded to the student and a copy to the examiner.

The student can also lodge an appeal against this decision with the President or with D1: SuL for the record. If the candidate has not yet been heard by the examination committee, this must be done first in the appeal procedure. Until the decision of the objection or, if applicable, a complaint, the continuation of the examination entitlement is subject to suspensive effect.

If no objection is lodged, the withdrawal of the examination entitlement is generally associated with de-registration in this degree programme at the end of the semester.



-  barrierefreies/barrier-free WC
-  barrierefreier Zugang/  
barrier-free access
-  Lift
-  barrierearmer Lehrraum/  
accessible teaching room
-  Thoska-Büro/Thoska office
-  Notfallsammelplätze/assembly points
-  Kaffee/coffee
-  Validierungsstation/  
Thoska validation station
-  Bargeldaufwerter/  
Thoska recharge (cash)
-  EC-Aufwerter/Thoska recharge  
(Bank Card, EC)

Abkürzungen/abbreviations  
 C-P: Calisthenicsplatz/calisthenics area | C-S: Campus-Schulgarten/campus garden | HdP: Haus der Projekte/House of projects | HS: Hörsaal/lecture hall | KIZ: Kommunikations- und Informationszentrum/Communication and Information Centre (KIZ) | LG: Lehrgebäude/teaching building | MG: Mitarbeitergebäude/staff building | VG: Verwaltungsgebäude/administration building | WH: Wohnanlage/student residence | Schranke/gate ← | \*Interimsporthalle/interim gym

SP2 – Steinplatz 2	D09 – Domstraße 9/ D10 – Domstraße 10
H1a – Lehrgebäude 3	P19 – Lehrgebäude 5

← Nordhäuser Straße (H) →  
 Richtung/direction: Urbicher Kreuz/Steigerstraße

→ Straßenbahnliesen/tram lines 3, 6  
 Richtung/direction: Rieth/Europaplatz

Eingang HELIOS Klinikum/  
entrance hospital

N78 – Wohnanlage
N79 – Wohnanlage

