



Freshman Orientation **21.03.2023**

20.03.2023, REV 0

I get this information today:

- How do I register for ULPs?
- How do I register for exams?
- What are the admission restrictions?
- What happens after registration?
- What should I do if I am sick on an exam day?
- What happens if I fail?
- What else should I consider?



Office of Student Services



- Tasks
 - Opening hours
 - Additional information
-

Opening hours



You can find current opening hours on our homepage under

„Studienbüro Campus Deutz“

Phone: +49 (0)221-8275-4840

Email: studium-deutz@th-koeln.de

Tasks of the Office of Student Services:

- Enrollment of new students
- Removals from the student register
- Applications for a leave of absence
- Re-registration
- Student ID cards (MultiCa)
- Forms and applications (better: homepage)
- Generating substitute TAN lists



Examination Services

Steven Wahl

Please contact me by phone or email:

Phone: +49 (0)221-8275-2131
Mon, Tue and Thu 10.30 a.m. -12.00 a.m.

Steven.wahl@th-koeln.de

Please use your smail-account to contact me by email.
Don't forget to include your student ID.

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ULP

non-graded course accompanying exams
(such as laboratory)

- ULPs **either** take place in WiSe **or** SoSe
- **Registration** until the end of the **orientation period** (registration deadline in the SoSe 2023: **19.04.2023**)
- **Withdrawals** are possible until the end of the orientation period (**19.04.2023**)
- In some cases, an additional registration through ILIAS may be required

Registration / Withdrawal

- Only through PSSO
- Verify your registration (confirmation email or PSSO);
an "attempted registration" is not sufficient
- Please have your PIN and TAN ready
- Rule:
No timely registration, no participation

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Examinations

- **Registration for exams**
in winter semester Dec. 15 to Jan. 15
in summer semester **June 01 to June 15**
- Deadline for **withdrawals** is usually 7 days prior to the exam date
- Please note the **admission requirements**
- **ULP, if required**
- Exams are offered every semester
- Exam dates on Sundays are “place holders“
The individual examination dates apply here
(date of exam and withdrawal deadline, please contact your supervisor)

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Examination prerequisites (Vorleistungen) / ULP

ULP

(sect. 17 (3) Examination Regulations)

Please note:

You can only take an exam after having passed the corresponding ULP

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Admission to ULP/exam

- Successful registration does not **automatically lead to admission**
- The admission takes place in the examination office and **not** through PSSO
- Students are required to verify that their registration has been properly recorded and that they meet the requirements (corresponding ULP) to take the exams by checking **PSSO “exam information”** after getting the admission email. If the ULP report is still missing, admission is subject to change.
- Please contact us immediately if you have any questions

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In case of illness

- If you need to withdraw from an exam due to sickness, you are required to submit a medical certificate confirming that you are unable to take an exam on the **examination date within 3 business days to the Office of Student and Examination Services**
“Withdrawal from examinations “
<http://www.th-koeln.de/withdrawal>
- Medical certificates can be dropped off in the green certificates mailbox in front of Office of Student Services or can be send just via mail to **studium-deutz@th-koeln.de**
- Best practice: Please don't go sick for an exam



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Failed or missed examination

(sect. 14 Examination Regulations)

- If you failed or missed an exam or an ULP you may retake this exam twice at the most
- If you fail the second retake (3rd attempt) the exam is considered **permanently failed (EN)** and may not be retaken
- You failed the Master's examination and will be removed from the student register

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Additional modules from the Bachelor's program

- Please register during the **registration period of the Bachelor's program** by email to the examination office
- Please indicate your student ID, the name of the module and the module examiner
- Please also cancel registrations by email to the examination office
Note: In the Bachelor's program the deadlines for withdrawals from ULPs are earlier

Additional modules from other Master's programs

- Please **check in advance** if a credit transfer to your program is possible
- Programs from F07,F12 or BRS Informatik please contact your examination office (Steven Wahl)
- Programs from other faculties:
Please register during the **registration period of the other program** by email to the **responsible** examination office
- Please indicate your student ID, the name of the module and the module examiner
- Please request the credit transfer after passing the modules in other faculties

Useful links

➤ Getting Started at TH Köln

https://www.th-koeln.de/en/international_office/getting-started-at-th-koeln_66082.php

- PSSO
- Campus ID
- Ilias
- Semester Ticket

➤ Corona Regulations (Status Nov. 2020)

https://www.th-koeln.de/en/academics/examinations-during-the-covid-19-pandemic_78607.php

Problems?

You can only obtain legally binding information from the examination office and the chairperson of the examination board

- **TAN**

Please contact the
Office of Student
Services

- **Password**

Campus IT, 3rd floor
Phone: +49 (0) 221-8275-2323

Questions?

All the best for your time at TH Köln!

