



# Freshman Orientation

## 21.03.2023

20.03.2023, REV 0

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# 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
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# 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](mailto:studium-deutz@th-koeln.de)

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# 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](mailto: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
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# 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

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# 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
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# Useful links

## ➤ Getting Started at TH Köln

[https://www.th-koeln.de/en/international\\_office/getting-started-at-th-koeln\\_66082.php](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](https://www.th-koeln.de/en/academics/examinations-during-the-covid-19-pandemic_78607.php)

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# 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?

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All the best for your time at TH Köln!

