

## Summer Semester 2020: Exams and Registration for Exams

Dear Students of Osnabrück University of Applied Sciences,

From April 20<sup>th</sup> 2020 through May 11<sup>th</sup>, 2020, you can register for those exams that you would like to take in summer semester 2020.

Due to the corona pandemic, it is currently unclear what restrictions there might be on exams that would normally take place at the locations of the university. Especially written exams are subject to this uncertainty, but also oral exams, presentations and some other examination formats. Face-to-face exams will only take place during the designated exam period if the authorities have – by then – declared them safe. If this is not the case, all face-to-face exams will be postponed. Registration in this case will remain valid for the later examination date.

The faculty will publish preliminary examination schedules by the end of April.

Please make sure you complete your registration for all graded and ungraded exams you might want to take by May 11<sup>th</sup>, 2020. Please also register for any repeat examinations by yourselves. In order to do so, please access the intranet ([www.osca.hs-osnabrueck.de](http://www.osca.hs-osnabrueck.de)) and go to >>my activities and >>exams. Next, please click on >>exams offered for registration (at the right hand side) and complete your registrations (only if you want to take these exams). After completing your registration, please return to “exams” in order to check whether all registrations have been accepted. The exams you have registered for, will be indicated there.

If you have already started exams this semester (e.g. papers or presentations), please register for these exams as well during the above-mentioned period.

Registrations for exams for which students are not eligible (e.g. if they do not meet the admission criteria yet) will be erased by the Office of the University Registrar after May 11<sup>th</sup>. If this happens, you will receive an e-mail notification. If there are admission criteria for exams that could not be met due to the corona pandemic, please send an e-mail to the Office of the University Registrar to ask for a preliminary admission to this exam.

Under these difficult conditions, if you have failed in a mandatory module in the winter semester 2019/20, this semester (as an exception) you will not be automatically registered for the second or third (=last!) attempt for this exam. Of course, if you would like to take the repeat exam, you are welcome to register for it by yourself.

Normally, if you have failed an exam and have been automatically registered for the repeat exam the next semester, you cannot de-register from the exam by not showing. This is only possible when you take an exam for the first time. However, in the summer semester 2020, if you have registered for a repeat exam and decide you do not want to take it after all, you can de-register by not showing up for the exam. The same is true for de-registering from an exam until two work days prior to the exam. This is an exception that is only valid this semester!

Attention: If you have registered for an exam format where you are given a topic and a due-date (e.g. for a paper), it is not possible to de-register. As soon as you have been given a topic, you are considered to be taking this exam.

Should you want to de-register from any oral exams, please send an e-mail to the Office of the University Registrar as well as to your examiners in due time before the exam. The e-mail will be sufficient.

If you would like to repeat an oral exam, you need to do this with the Office of the University Registrar by May 11<sup>th</sup>, 2020. To do so, please use the form on the intranet ([www.osca.hs-](http://www.osca.hs-)

[osnabrueck.de](http://osnabrueck.de)) >> wiki >> Studium und Lehre >> Studierendensekretariat >> mündliche Wiederholungsprüfungen (websites are only available in German)

Of course, oral repeat exams that are face-to-face exams can only take place if the university has returned to offering face-to-face classes. Otherwise, only first and second attempts of oral exams can be conducted by video conferencing and only if the content of your class allows for it and if your examiners agree. Any third (and last!) attempts can only be conducted in person and in face-to-face format.

You can find information on any deadlines and legal regulations regarding exams on the intranet ([www.osca.hs-osnabrueck.de](http://www.osca.hs-osnabrueck.de)) >> wiki >> Studium und Lehre >> Studierendensekretariat >> Allgemeine Prüfungsinformationen (again: websites only exist in German)

Further forms and application forms (e.g. when you would like to de-register from an exam due to illness) you will find on the intranet ([www.osca.hs-osnabrueck.de](http://www.osca.hs-osnabrueck.de)) >> Studium und Lehre >> Studierendensekretariat >> Formulare und Anträge (and you have already guessed: these websites are only available in German)

If you have technical questions on how to register for exams, please contact the ServiceDesk:

E-Mail: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Telefonhotline: +49541-969-7100 (office hours: Mo through Thu 8 a.m. through 5 p.m., Fri 8 a.m. through 3 p.m.)

Wishing you success with your exams

The Office of the University Registrar