Magdeburg-Stendal University of Applied Sciences
Department of Study and International Affairs
Examination Office

Exams Information Sheet

The bachelor's or master's degree exam consists of module exams, which are specified in the respective standard curriculum as outlined in the Study and Examination Regulations.

Exam Registration and Withdrawal

Students are generally automatically registered for the exams scheduled for the respective academic semester (there are exceptions, e.g., the Health Promotion and Management program). Even when there is a **choice of multiple examiners**, students must register on their own.

For make-up and retake exams, as well as for required elective courses, registration must be completed independently via the online campus at [Link: https://www.h2.de/hochschule/einrichtungen/sundi/immatrikulations-und-pruefungsamt/services/onlinecampusonline-studierendenservice.html] no later than one week before the respective exam.

You may withdraw from registered exams up to one week before the respective exam. In this case, you must independently re-register for the exam for a later exam date.

The Study and Examination Regulations for your degree program provide information on the type and number of examinations you are required to take. You can find an overview of the examination regulations on your department's website.
The bachelor's or master's colloquium is not tied to either the exam period or the lecture period.

No exam without registration!

Registration for exams, as well as withdrawals from registered exams, must be completed at Magdeburg-Stendal University of Applied Sciences via the online campus no later than one week before the respective exam.

Exceptions: Registration for internships, colloquia, and bachelor's/master's theses is not done online; please use the designated forms provided by your department or examination board.

If you have any questions or encounter problems during registration, the **staff at the Examinations Office** [Link: https://www.h2.de/hochschule/einrichtungen/sundi/immatrikulations-und-pruefungsamt/mitarbeiterinnen-des-pruefungsamtes.html] will be happy to assist you. For **technical issues**, please contact hisinone@h2.de

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Important:

Check your exam registrations via the Online Campus!

Note: **Registration for courses** (usually at the beginning of the new semester or at the end of the previous one) **is not the same as exam registration**. Exam registration has a separate deadline. You will receive an informational email and a notice/link on our website in a timely manner.

Certificate of Inability to Take an Exam (Medical Certificate)

If you are unable to take an exam due to illness, you must provide a medical certificate. This must be submitted to the Examination Office at [Link: https://www.h2.de/hochschule/einrichtungen/sundi/immatrikulations-und-pruefungsamt/mitarbeiterinnen-des-pruefungsamtes.html immediately] (within 3 business days). It may be submitted via email.

Deadlines and Missed Exams

Please note the deadlines for taking makeup exams. Do not fail to register for these exams on your own initiative or to submit a request for a second or third retake, as failure to appear for these exams will result in a grade of 5.0 (failing due to missing the deadline or permanently failing the exam).

After each **failed exam**, you will be notified by email and informed of your options for retaking the exam. **Please check your student email inbox regularly** for this information.

If you submit a **sick note after the deadline has passed**, you must **take the exam on the next available date** (the 12-month retake period does not restart in this case!).

Please remember that you are personally responsible for meeting deadlines! If you have any problems or questions regarding meeting deadlines, please contact your advisor at the Examination Office or the Examination Board for your degree program well in advance of the deadline.

Where can I view my grades?

Link: https://confluence.h2.de/x/uYyDBg

How can I register for or withdraw from exams?

Link: https://confluence.h2.de/x/pIIuBg