

## MSc REM Fact Sheet, 2019 version

### Exams and Exam Registration

Each course finishes with some form of exam, and you are responsible for registering for the exam in every course that you take.

#### How do I register for the exams?

- You register for exams online with the HISinOne system ([link](#)). Deadline for 3-week modules is the Wednesday of the second week of the course.
- HisInOne wiki shows how to register for exams: [https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:pruefung\\_en](https://wiki.uni-freiburg.de/campusmanagement/doku.php?id=hisinone:studieren:pruefung_en)
- Be sure to check your exam registration was successful by downloading the 'Leistungsübersicht' (Exam Extract). An "AN" will appear if you are registered.

#### Wait, don't I have to register for the courses first?

- You are automatically registered for all mandatory courses. (for electives: see separate fact sheet)
- You will receive access to ILIAS course material at the latest on the first day of the course.
- You MUST register for every exam though!

#### But my course only has a paper or presentation requirement – do I still have to register for the exam?

- YES!!! You must register for the exam for every course. It is how the examination office keeps track of which courses you have completed.
- If you do not register for the exam, the course will not be on your transcript and you will not receive credits for the course.

#### Okay, when do I register for the exams?

- You register (or de-register) for every exam by the 2<sup>nd</sup> Wednesday of each 3 weeks module.
- It is highly recommended that you register for all exams for a given semester at the beginning of the semester so that you don't forget.

#### I forgot to register for an exam – what do I do now?

- If you are not registered for an exam, no grade can be entered, and you cannot complete the course this time.
- The exam office never grants exceptions.
- Talk to the professor – there is a chance they could keep your grade for next year, but not necessarily.

#### What do my marks mean?

- The German grading system rates performance from 1-5, with 1 being the highest achievement (~90%) and 5 being the lowest or failure.

1	Excellent
2	Good
3	Satisfactory
4	Adequate
5	Not adequate/failed

- Intermediate grades are x.3 or x.7, like 1.3 or 2.7, but do not exist for values above 4.0.

#### What is an ECTS?

- The European Credit Transfer and Accumulation System (ECTS) equates a number of credits to the number of hours worked.
- One academic year is 60 ECTS credits and is equivalent to 1500-1800 hours. A 5 ECTS credit course is then 125-150 hours.

#### What is the grading culture?

- Not everyone will receive a good grade.
- You are entitled to transparency with the grading process, and you can contact the professors during the course and after the exam for clarifications or to point out any mistakes.
- However, you cannot negotiate grading standards or individual grades.
- It is not possible to re-sit an exam to improve your grade.
- Cheating or plagiarism will not be tolerated and will result in a failing grade of 5.0.

#### So, what happens if I fail an exam?

- In case you fail your first try, you must sit the retake exam. A failing grade (5) will show up on your transcript until you pass the retake exam.
- If you also fail the retake exam, you must redo the entire course (normally in the next year the course is offered). Then, you must pass to stay enrolled.
- You can only have a second retake on two of your courses. Failing more than two subjects twice will lead to expulsion from the program.

#### Is registration different for the master thesis?

- Yes. You cannot register for the thesis online – it must be submitted directly to the examination office with a paper form - see the Thesis FAQ.