

## Regulations for Oral Examinations of the Institute for Electrical and Information Engineering

### Abstract

- **Registration:** during the registration period for exams of the first CAU-wide exam period
- **Examination period:** lecture-free period as well as the last week of the lecturing period of the current semester and the first two weeks of the lecturing period of the next semester
- **Arrangement of an exam date:** during a summer semester by September 30, during a winter semester by March 31, otherwise no admission for the oral exam possible anymore during the current examination period and remark "nicht zugelassen" ("not admitted") for respective exam in QIS (no failure!)
- **Cancelation:** possible until 15th day before the agreed exam date

For all examinations of the Institute of Electrical and Information Engineering, the registration period and the admission review days of the first university wide examination period apply. The results have to be checked in the results review period of the second examination period. Objections can be entered during the objection period of the second examination period.

When you have registered for an oral exam via QIS, please ask the responsible examiner, whether you will be assigned a date for the oral exam or whether you have to arrange an exam date.

The **period for oral examinations** comprises the whole lecture-free period as well as the last week of the lecturing period of the current semester and the first two weeks of the lecturing period of the following semester.

During a summer semester you have to fix the **date for an oral exam** by September 30 at the latest, during a winter semester by March 31 at the latest. Students who have not agreed an appointment until this date will not be admitted to the oral exam during the current examination period. In case the above-mentioned deadlines expired without you having agreed and appointment, you will find the remark "nicht zugelassen" ("not admitted") for the corresponding exam in QIS. The respective exam registration is not rated as failure!

If you have appointed a date for an oral exam, you are allowed to cancel it until September 30 at the latest in a summer semester, until March 31 at the latest in a winter semester. To cancel your appointment you have to submit your **cancellation** of the respective exam in written form to the examination office. To inform the examiner about the cancelation is not sufficient. You are allowed to cancel an oral exam until the 15th day before the agreed exam date. E.g., if you have an exam date for Wednesday, August 22, you are allowed to cancel this appointment until Tuesday, August 7. To comply with the given deadline it is sufficient to submit your cancelation in writing during the office hours of the examination office. Alternatively, the deadline is met by posting your cancelation in time (postmark until 12 am). In case you cancel an exam you cannot be examined anymore during the current examination period. The possibility to registration for and withdrawal from an exam *during the registration period* remains unaffected by this regulation.

When you fail to appear for an agreed exam without having canceled the appointment, your non-appearance will be graded as examination attempt with the mark 5.0.