Freshman Orientation Summer Semester 2024
Office of Student and Examination Services

**Technology
Arts Sciences
TH Köln**

Overview:

➢ How do I register for ULPs/exams?

➢ What are the exam admission restrictions?

➢ What should I do if I am sick on an exam day?

➢ What happens if I fail?

➢ What else should I consider?

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)

➢ Generating substitute TAN lists

Opening hours

By phone: +49 (0)221-8275-4840

By email: studium-deutz@th-koeln.de

In person: Betzdorfer-Str. 2, 50679 Köln, ZN 2-6/7 u. 2-8 (Mon-Thu 10:00-12:00)

Examination Services
Carina Rong

Please contact me by phone or email:

Phone: +49 (0)221-8275-2131
Mon, Wed and Thu 10.30 a.m. -12.00 a.m.

Carina.rong@th-koeln.de
studium-deutz@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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Registration / Withdrawal

➢ Only through PSSO https://psso.th-koeln.de/

➢ Check your registration (confirmation email or PSSO); an "attempted registration" is not sufficient

➢ Please have your login data (campusID + password) and TAN ready

➢ Rule:
No timely registration, no participation

➢ Exam schedules are published online on ILU

➢ https://www.th-koeln.de/en/international_office/getting-started-at-th-koeln_66082.php

Registration / Withdrawal

➤ "Administration of exams"

➤ "Exam (de-)registration"

An- und Abmeldung

Bitte wählen Sie die an- oder abzumeldene Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.

📁 Master Technische Informatik MA 3
   🔵 974 ECTS-Konto: Technische Informatik
   🔵 1000 Pflichtprüfungen
   🔵 1100 Pflichtprüfung "Vertiefung Mathematik" für das Wahlmodul VMT1
      🔵 1110 Höhere Ingenieurmathematik
      🔵 1310 Kombinatorische Optimierung und Graphenalgorithmen
         🔵 1312 Kombinatorische Optimierung und Graphenalgorithmen ULP (PF, ET)
            → Datum: , Prüfer: Randerath, Hubert, Anmeldezeitraum: 15.08.2023 bis 02.11.2023, Rücktrittsende: 02.11.2023 Prüfung anmelden
         🔵 1313 Kombinatorische Optimierung und Graphenalgorithmen (PF, MP)
      🔵 2170 Cryptography
      🔵 3190 Maschinelles Lernen und wissenschaftliches Rechnen
      🔵 26625 Intro to Numerical Methods
      🔵 26635 Multivariante Statistik
   🔵 1200 Pflichtprüfungen "Vertiefung Technische Informatik" für die Wahlmodule VTI1-3
   🔵 1300 Pflichtprüfung "Fachübergreifende Kompetenzen und Soft Skills 1" für das Wahlmodul X1
   🔵 2000 Allgemeiner Wahlkatalog W1 - 4

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Registration / Withdrawal

➢ Enter TAN to confirm registration

➢ Check whether your registration was successful

Info über angemeldete Prüfungen

Stammdaten des Studierenden

Name des Studierenden	
Geburtsdatum und -ort	
(angestrebter) Abschluss	[MA] Master-Studiengang
Fach	Technische Informatik (Ma.)
Matrikelnummer	
Anschrift	
Telefonnummer	
E-Mail-Adresse	

Prüfungsnr.	Prüfungstext	Prüfer/-in	Vorbehalt	Anmeldedatum	Prüfungsdatum	Versuch	Vermerk	Pflichtkennzeichen	Raum	Beginn
950	Masterarbeit	Yuan	nein		25.09.2023	1		PF		
1312	Kombinatorische Optimierung und Graphenalgorithmen ULP	Randerath	nein	27.10.2022		1		PF		
2632	Mensch-Computer-Interaktion ULP	Fuhrmann	nein	22.03.2023		1		PF		
2633	Mensch-Computer-Interaktion	Fuhrmann	Fehlende Vorleistungen	17.07.2023	27.08.2023	1		PF		

Weitere Informationen zur Abschlussarbeit (950)	
Arbeitsbeginn :	25.04.2023
Abgabedatum :	25.09.2023
Thema :	
Erstprüfer :	
Zweitprüfer :	Externe(r) Prüfer*in

ULPs

- ➤ **„Unbenotete Lehrveranstaltungsbegleitende Prüfungsleistung" = prerequisites for exams**

- ➤ **You have to have passed the ULP to be admitted to an exam.**

- ➤ **Registration for ULPs via PSSO** until **April 22, 2024**

- ➤ Deadline for **withdrawals** is **April 22, 2024**

- ➤ Additional registration in ILU

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Examinations

- **Registration for exams**
  in winter semester   Dec. 15   to   Jan. 15
  in summer semester   June 01   to   June 15   *(June 17)*

- Deadline for **withdrawals** is usually 7 days
  prior to the exam date

- Please note the **exam admission requirements**
  - **ULP, if required**
  - **valid re-registration for the 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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Admission to ULP/exam

➢ Successful exam 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

➢ Re-registration for the semester

Admission to ULP/exam

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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 after the exam date 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 mailbox in front of Office of Student Services or can be send just via mail to **studium-deutz@th-koeln.de**

➢ Please don't go for an exam, if you are unwell!

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Failed or missed examination

➢ If you failed or missed an exam or an ULP you may retake this exam or ULP twice at the most

➢ If you fail the second retake (3rd attempt) the exam is considered **permantly failed (EN)** and may not be retaken

➢ This applies to both compulsory and elective modules!

➢ 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

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 (Carina Rong)

➢ 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

Useful links

➢ **Information about your degree program**
https://www.th-koeln.de/en/academics/communication-systems-and-networks-master--forms-and-regulations_6833.php

Examination regulations, study plan, forms…

➢ **Getting Started at TH Köln**
https://www.th-koeln.de/en/international_office/getting-started-at-th-koeln_66082.php

- CaMS   - PSSO   - ILU
- Campus ID   - Semester Ticket

Questions?

All the best for your time at TH Köln!