

Information for students on exam registration via MeinCampus

- Each student must register via [MeinCampus](#) for the exams of the current semester within the registration period. Exempt from this rule are Bachelor and Master theses.
- The registration period is held about 5 to 8 weeks after the start of the lectures. The exact period is announced on the web pages of the examination office immediately after the end of the previous registration period. Here are the links to the departments [naturwissenschaftliche Studiengänge](#) (scientific study courses) as well as [Studiengänge des Lehramts](#) (courses for the teaching qualification).
- The examination office reminds students of the current registration period also via e-mail.

My exam is not shown on MeinCampus

If your exam does not appear on MeinCampus, there are two explanations for it. In this context, please check the [Studiengangsstruktur](#) (structure of study courses) of your course of studies.

1. Your exam is listed in the Studiengangsstruktur including the respective EDP-number. However, no examiner is named for the current semester.
2. Your exam including the EDP-number is missing in the Studiengangsstruktur.

1st case: Number of exam existing, but no examiner named

In this case the fact that your examiner offers this exam within the current semester has not been reported. Please do the following:

- Please check the [Studiengangsstruktur](#) of your course of studies.
 - Take a note of your module number (shaded in blue-grey)
 - Take a note of your examination number (shaded in grey)
- Please contact the examination office immediately. Describe the problem precisely. Communicate especially the number of the module, the number of the exam and the name of the examiner of the exam for which you cannot register!
- The examination office will check your information and asks you to contact your examiner if need be. The examiner confirms to the examination office that s/he will give the exam. This can be done by an e-mail sent by the examiner to the examination office.
- The name of the examiner is entered by the examination office. Hereupon, the registration via MeinCampus is possible.

2nd case: Number of exam missing

In that case MeinCampus does not provide the exam required for the respective course of studies. Two cases have to be distinguished.

1st case: exam exists in a different course of studies

This may be the case for exams relating to your minor subject (Nebenfach). In that case there exists an exam number, but it is not linked to your course of studies. Please do the following:

- Please check the [Studiengangsstruktur](#) of the course of studies offering the exam.
 - Take a note of your module number (shaded in blue-grey)
 - Take a note of your examination number (shaded in grey)
 - Take a note of the examiner.
- Please check the [Studiengangsstruktur](#) of your course of studies.
 - Take a note of the module number where your examination shall appear (shaded in blue-grey)
- Please contact the examination office and provide the above information. The examination office will check your case and will enter the examination into MeinCampus. Hereupon, the registration via MeinCampus will be possible.

Example WiSe 2020/2021: A student's course of studies is MSc Mathematik. According to his individual study agreement, he chose minor subject Physics and the lecture Path Integral offered by G. Junker. However the student is not able to register for the examination via MeinCampus.

The PO Physics 20182 exhibits an exam Path Integral having **module number 67147** and **examination number 71471**. Examiner is **G. Junker**. The examination shall be held for the course of studies MSc Mathematik PO 20192 in außermathematisches Nebenfach, i.e., within **number 1760** of the Studiengangsstruktur.

2nd case: exam does not exist in any course of studies

This can happen in the case of new exams which have never been offered before. Therefore, the respective data for the new exam must be added to MeinCampus first. This may take some more time.

- Please contact the examination office immediately. Describe the problem precisely. Please communicate the exam missing, the name of the examiner and where you cannot find the respective information.

Contacts and contact addresses of the examination office

- Mathematik, Technomathematik, Wirtschaftsmathematik, CAM, Data Science: Mrs. Frosch (petra.frosch@fau.de)
- Lehramt Realschule/Gymnasium: zuv-pa-lehramt-rs-gy@fau.de
- Lehramt Grundschule/Mittelschule: Mrs. Holzke (karin.holzke@fau.de)

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