

# Study Service at Environmental Campus Birkenfeld



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# Information from the Study Service

- Building 9924, ground floor, south wing
- Office hours: See Internet page <https://www.umwelt-campus.de/en/study/information-service/registrars-office>
- E-Mail: [studienervice@umwelt-campus.de](mailto:studienervice@umwelt-campus.de)

# Responsibilities of the Registrar's Office

- Application procedure including verification of admission requirements
- Enrollment, rejection notice
- Collection of semester dues
- Issuing of certificate of enrollment, student identification card and student (account) user ID
- Leave of absence, e. g. due to disease



# Responsibilities of the Registrar's Office

- Student withdrawal because of change of university, premature termination of studies, missing re-registration or health insurance
- Change of address (In case of changes **immediately** notify the registrar's office or or change your data yourself in the StudIS portal) (Application for the change of master data can be downloaded on the homepage) Please ensure, that your name is placed on your mailbox
- Re-registration (StudIS-Portal)

Registrationportal StudIS <https://www.umwelt-campus.de/>

Online-functions for the StudIS Portal:

- Registration for studies
- Re-registration for studies
- Application for a change of the course of study (Change of the enrollment)
- Print of certification of enrollment, certificate of study progress, financial aid certificate
- Verification of your Fees (payments, open payments...)
- Change of address

# Re-registration

- Required for each new semester
- Students' own responsibility
- Note!!!
  - - Information on website about the Deadlines
  - - Reminder e-mail by student service
- Missed re-registration results in 25 € overdue fine or de-registration

# Student identification card (ID)



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- Is student and library ID, and train ticket
- Is only valid for the current semester
- Needs to be re-newed after re-registration and by the beginning of each new semester at the machine in building 9924 (stairwell, ground floor)
- Handle with care!!! (Use cover for protection, no heat to avoid thermal damage)

# Examination Office at Environmental Campus Birkenfeld



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# You can find us here:

**Examination Office**

House 9924

First Floor

North Wing



# Team of the examination office

- **Head of examination office:**  
Frau Gabi Stahl
- **Clerical Staff of examination office:**  
Karina Baden (Department UPUT)  
Claudia Endlich (Department UPUT)  
**Daniel Rabb (Department UWUR)**
- **Final Degree Documents and archive:**  
Elisabeth Bambach

# Mr. Rabb, Department UW/UR

## Bachelor-Courses:

- Nachhaltige Ressourcenwirtschaft (Dual) (NRW)
  - Nonprofit und NGO-Management (NGO)
  - **Sustainable Business and Technology (SBT)**
  - Umwelt- und Betriebswirtschaft (UBW)
  - Wirtschafts- und Umweltrecht (WUR)
- 
- Tel.: 06782 / 17 – 2652
  - Mail: [pruefungsamt-uwur@umwelt-campus.de](mailto:pruefungsamt-uwur@umwelt-campus.de)

# Accessibility of the examination office

From 25.04.2022 there are opening hours again!



For students in the Department UW/UR and  
also the **students of Sustainable Business and Technology (SBT)**

**Monday, Tuesday, Wednesday, 9:00 to 12:00 o'clock**

Please come only on these days and at the time indicated for your department. At other times, a visit to the examination office is only possible by prior appointment.

# Accessibility of the examination office

On-site access with appointment for detailed consultation:  
Arrangement at least one day in advance by e-mail or phone



On-site appointment: Mouth-nose covering is mandatory!

Clarification of questions currently primarily by mail or telephone!

Contact Dates see internet page of the examination office

<https://www.umwelt-campus.de/studium/informationen-service/pruefungsamts/>

# Accessibility of the examination office



E-Mails please sent to

- [pruefungsamt-uput@umwelt-campus.de](mailto:pruefungsamt-uput@umwelt-campus.de)  
[all students of the department Umweltplanung/Umwelttechnik, Environmental Planning/Environmental Technology]
- [pruefungsamt-uwur@umwelt-campus.de](mailto:pruefungsamt-uwur@umwelt-campus.de)  
[all students of the department Umweltwirtschaft/Umweltrecht, Environmental Business/Environmental Law], also **students of Sustainable Business and Technology (SBT)**
- From the winter semester 2022/2023 changeover to ticket system, information follows.

# Responsibilities of the Examination Office

- Advice on all examination matters
- Advice on regulations, especially examination regulations
- Advice on Applications to examination boards, e.g. in stressful private situations
- Grade Administration (QIS)
- Counting of Attempts
- Advice on Applications for recognition of achievements
- Advice to and Acceptance of medical notifications



# Responsibilities of the Examination Office

- Advice to and Registration of Bachelor-Thesis / Master-Thesis
- Advice to internal change of the course of study = change of the enrollment
- Issuance of no-objection certificates in case of a change of university
- Issuance of individual certificates, e.g. for the immigration office
- Preparation of examination certificates and diplomas
- Exmatriculation of graduates
- Official transcript of records with signature (for your personell overview via QIS)



## Information for pregnant/breastfeeding students

- Since 01.01.2018, the Maternity Protection Act also applies to pregnant and breastfeeding students.
- Please be sure to contact the examination office for detailed advice on the legal situation, protective provisions, etc. in case of pregnancy or breastfeeding of a baby

# Applications to examination board

- Consultation in the examination office about the existing possibilities and the requirements and prerequisites
- Written application with detailed explanation of valid reasons (e.g. chronic illness, family members in need of care, disability)
- Enclosure of appropriate documents as proof, e.g. medical certificates

For further information please ask the examination office

# Applications to examination board

- Submission of the application with all documents to the examination office for forwarding to the responsible examination board for a decision
- After decision:  
written notification by the examination office with -  
approval or - rejection and justification as well as -  
preparation of certificates for presentation at  
examinations.

## Advice in the examination office

If you have any questions or problems regarding examinations, please contact the examination office, especially if you have problems with QIS!

Always come before the registration deadline or before an exam for advice!

Find out what's new on our website: <https://www.umwelt-campus.de/studium/informationen-service/pruefungsamt/>

Here you will find lots of information and documents on important topics under "Information for students" and "Downloads for students".



# Recognition of Achievements in case of Pre-studies or from professional practice

Examination office



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# Recognition of achievements

- Previous studies at other university and achievements passed
- Equivalent achievement in your degree program available:  
Recognition is possible if there is no significant difference
- If recognition, then the achievement at UCB no longer needs to be made.
- Also possible for non-university services (discuss individual case).
- Application for recognition is required!



# Recognition of achievements

- What does equivalence / no significant difference mean:
- Overall consideration of the services to be compared with regard to the quality of the institution, qualification objective and profile, level of study, workload (SWS and ECTS) and the learning outcomes and content.



# Recognition of achievements

- Those who indicate prior study periods upon enrollment will receive a preliminary placement notice: read!!!
- Please note the deadline for applying for recognition of achievements: Application until the end of the first semester after enrollment!
- Recognition of services is only possible upon application!



# Recognition of achievements

## Required Documents:

- Form Application for recognition of achievements UWUR
- Description of the module (examination) provided
- Certificate of achievement (transcript of records)

**All documents must be translated into the German language**

## Responsible Staff:

Lecturers of the module (examination), course management  
(Prof. Kammlott) give recommendation,

Decision: examination board

After approval recording by examination office to QIS



# Recognition of achievements

Advice on questions regarding recognition in the examination office, please ask us

Information can be found on our Internetpage:

<https://www.umwelt-campus.de/studium/informationen-service/pruefungsamt/>

Here you can find „Information for students“ with a box about „Recognition of examination credits...”

The application form can be found under „Downloads for students“ in the box „General Forms and information“ = Application form for recognition of credits for foreign students



# Important Information about regulations in the examination regulation paper of your course of study

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# Examination Dates

- Examination dates are published via the official examination schedule, see: mandatory posting in building 9914, ground floor and Internet <https://www.umwelt-campus.de/en/campus/aktuelles/info-for-the-current-semester/examination-timetable> (study / Info for the current semester, Examination Schedule oder Quicklinks Examination Schedule) and published Dates in QIS
- Be sure to check the exam schedule regularly, which is posted every Friday!
- In the examination schedule the examiner, room and time of the examination, permitted tools etc are published



# Registration to examinations

- Students have to register to **all** examinations, also preliminary exams and Repeat exams
- Registration and deregistration is done independently by students via the QIS

Exception: Registration of the thesis with a special form in the examination office

- Those who forget to register during the deadline will not be allowed to take part in the exam!!!
- **Check your status in QIS regularly!**



# Registration to examinations

- Registration is only possible during the Deadlines  
[= Cut-off periods], see your examination regulation and the dates in QIS
- Subsequent registrations are **not** possible!
- Deadline:  
Up to three working days (Monday to Friday) before the corresponding exam  
Example: exam day Monday; registration or deregistration deadline previous  
Wednesday until 24:00 o'clock.
- In case of problems: consultation Examination Office within the cut-off period via e-mail with your matriculation No., Name and course of study, name and date of the examination and name of the examiner and explain the problem



# Withdrawal of examinations

Rule: Withdrawal only during the registration and de-registration period!

No withdrawal in case of compulsory examination!

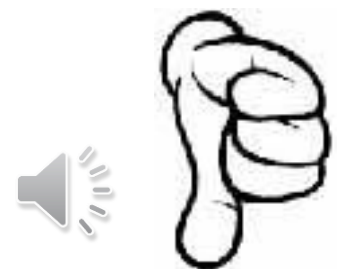
Currently: Corona-special regulation in summer semester 2022!

In case of corona infection/contact a short-term withdrawal may be possible, please ask at the examination office!

For health reasons a withdrawal is possible at the latest immediately after the start of the examination:

- Stop of the examination with notification to the examination supervisor with handing over of the documents, protocoling of the stop
- Submission of the written request for withdrawal and the supporting documents within three workdays (medical/official medical certificate) to the examination office.

**If you wait for the exam to be graded, you forfeit your right to withdraw!**



# Medical Certificates in case of illness during exams



- Illness during exams:  
medical certificate with form supplement to the submission of medical certificates must be received by the examination office within three working days after the examination date!  
(Advice: Send the certificate in advance by e-mail and submit the original immediately). Originals can be submitted in our mailboxes next to the rooms of the examination office (house 9924, 1. Floor north wing)
- In case of late receipt: Examination attempt will be graded as "failed"!
- From the fourth and each further illness during examinations:  
Notification of an official health office has to be submitted (here is necessary the indication of the concrete complaints, symptoms and limitations of the performance! = Not currently because of the overload of the health offices)



# „1+4-Regulation“



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„Examination achievements, for which the students have not registered at the latest 4 semesters after this examination is scheduled to take place in accordance with Appendix 1, are deemed to have been failed in the first attempt.“

This regulation you find in your examination regulation, paragraph 16 (1), but both departments decided, not to implement this regulation so far

So the first attempt of an exam can be postponed unlimitedly, but be careful not to put off too many exams.



# Repeat Attempts

- Exams that are not passed can be repeated twice (Thesis and Colloquium only once!)
- Repeat examinations must be taken no later than the semester after the next semester after the failure.  
Ex: Exam failed in SS 2022, must be repeated in SS 2023 at the latest.
- Anyone who does not take part in this compulsory repeat examination will be given a failed examination (compulsory 5 = ZW5) as part of the examination count.
- Corona special regulation: At the moment, sitting for an exam is voluntary, this also applies to compulsory attempts at the moment (summer semester 2022).  
Please note the new information of the examination office each semester!  
(via Mail on your campus mail address or on our internet page in the news section)



# Attempts to cheat

- Only approved aids may be used in examinations! (Information from examiners / supervisors and on examination schedule)
- Any unauthorized aids brought to the exam will be considered an attempt to cheat and this exam will be graded "failed".
- For example: no smart phones, no handwritten comments or papers in course scripts or (law) books, no documents or papers in your pocket, the restroom or hallways, etc.
- Pack the smartphone in a bag and deposit this bag out of your reach! If we find a smartphone at your place or e.g. in your trouser pocket or jacket pocket, this counts as an attempt to cheat.
- The smartphone must be in flight mode, set to silent or preferably switched off.



# Attempts to cheat



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- It is essential to follow the instructions of the examination supervisor before starting the examination!
- The supervisor is responsible to watch for the keeping of the rules and has the right to control you and your documents and things you bring into the examination room, he has the house authority, may secure evidence, and may send you out of the room and stop your exam in case of cheating or disturbing the Exam or the other students.
- Discussions with the supervisor during the exam will not be accepted!



# Grade improvement / Plagiarism



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## 1. Grade improvement:

If an exam is passed on the first attempt, then a grade improvement attempt may be made on the next exam date.

The better grade will then count towards the overall grade.

If the grade is not improved, the first grade remains.

## 2. Plagiarism in written Homeworks or the Thesis:

Exams in written Homeworks or the Thesis are graded as “failed” if they are

- not written by yourself
- copied out of other Literature without mentioning the copied passages and without mentioning the original sources



# Registration of the Thesis



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First Step: Verification of the application requirements by the examination office:

- Special Application form for the Thesis for SBT (in German with English Translation)
- at least 120 ECTS
- All examinations passed from 1., 2. and 3. semester
- Date of last exam and the Deadline for registration when 165 ECTS are announced
- first or second attempt

Second Step: Confirmation of the two Examiners

- Topic of the Thesis
- Date of the receive of the topic (= Start deadline processing time)
- Signatures of both examiners and student

Third Step: Final application and determination of the submission deadline at the examination office

- Check if Registration is within deadline
- Submission deadline (= 9 weeks from the day of the receive of the topic)

# Registration of the Thesis

Registration Deadline = 6 Months after Announcement of 165 ECTS

- Start from the Announcement of your last examination
- Announcement by posting at the examination office

Examiners = One must be of the Department Umweltwirtschaft/ Umweltrecht (Environmental Business/Environmental Law)

Examiners must have at least a comparable qualification to the bachelor's degree or higher

If you do not pass the first attempt, you can repeat the Thesis once. Exception: plagiarism. Then the repetition can be excluded.

The submission deadline can be excluded up to six weeks in urgent cases, especially in the case of illness (Medical Certificate!!!)

# Registration of the Thesis



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Within the first third of the processing time (=within 3 weeks) the topic of the thesis can be returned and a new topic can be registered.

Registration second attempt: during a deadline of

- three months in case of returning of the topic
- four weeks after receiving the official letter if the Thesis is graded "failed"

For the Thesis a grade improvement is **not** possible

# Observation of Regulations

You must be informed of the rules and regulations that apply on campus! This is your duty! If you don't ask, you have to keep the consequences!

Please: read your examination regulation (<https://www.umwelt-campus.de/en/study/study-programmes-continuing-education/bachelor/sustainable-business-and-technology-beng/translate-to-englisch-test-seite-study-program> )

With Problems please ask the head of your course of study Prof. Dr. Kammlott or the program Coordinator Mrs. Laros or the responsible staff of examination office, Mr. Rabb.

Mr. Rabb can be contacted in case of problems with examinations (registration, de-registration, QIS, illness during exams and medical certificates, registration Thesis ([pruefungsamt-uwur@umwelt-campus.de](mailto:pruefungsamt-uwur@umwelt-campus.de) , phone 06782/17-2652)



# More important information



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- **Read your E-Mails on your Campus Mail address!!!!**  
[All official correspondence goes with this address, not with your private address!]
- **Please check your data in QIS regularly, especially the registration for exams** (Exam dates, registered exams, your grades)!!!!
- Remember to register or deregister for exams in good time during the deadline up to three workdays before an exam via QIS (24:00 o'clock)!!!! No late registration!!!
- Deadline to submit medical certificates to examination office to keep an attempt:  
**three workdays after the day of the exam!!!!**
- Read the examination regulation and ask for information in the examination office!!!!
- Keep your eyes on the examination schedule each Friday!!!

# More important information



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## Intercultural Regulations:

At the Environmental Campus Birkenfeld, female employees act on an equal level with their male colleagues.

We treat all employees and students with respect and appreciation, no matter what gender, nationality or religion they belong to. Racism and discrimination have no place on campus. Disrespectful, discriminatory or racist behavior, for any reason, will not be accepted. (In the worst case: ban from the house or exmatriculation)

Conflicts are discussed and resolved in an appropriate, peaceful and respectful manner.

# More important information



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## Intercultural Regulations:

The principle of equality applies to all students, especially in examinations. Applicable rules, regulations, rights and duties apply equally to all students.

If we reject your requests or inspect you during exams and reprimand you of misconduct, this happens to uphold the regulations and the principle of equality, not because we have a dislike for you personally.

If we say no, that means no, no long discussions will help.

Thank you for your attention!!!  
We wish you a good time on campus  
and successful studies



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