

Welcome to the School of Information, Media und Design!

You have now embarked on your studies in Applied Computer Science and Applied Data Science and Analytics to discover a lot of new and interesting things. However, it's not possible to get your degree without passing some examinations.

The examination desk is responsible for organizing the examinations and all matters in connection with your grades.

At the examination desk you can find out when your examinations are to take place. Here you can withdraw from an examination in case of illness or request inspection of previously written examinations. Towards the end of your studies, you will need to come here to have your thesis topic approved.

To give you a good start, we have summarized all the relevant information. If you have any questions, please don't hesitate to contact us.

Information for Students - Examination Desk

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Examination board IMD

Mai Fleischer / Administration and service

Prof. Dr. Franz Hollich / Head of department examination board

1. Examinations and credits

The master examination is made up of module and sub-module examinations and coursework credits. Module examinations and credits are defined in the study and examination Curriculum.

You can find the study and examination curriculum in Moodle:

<https://moodle.hochschule-heidelberg.de/course/view.php?id=577§ion=3>

Group Number/ Study Program:

2372-23.02 Applied Computer Science (M.Sc.)

2379-23.02 Applied Data Science and Analytics (M.Sc.)

Course credits are a requirement for participating in the various examinations. Credits are generally gained by active participation in the compulsory lectures and seminars. This includes for instance the fulfillment of tasks in your self-study time, active participation in group work and other assignments.

If an examination consists of different modules, it is only passed if a grade of at least 4.0 is achieved on each module.

For dates and times of examinations and lectures, please refer to the CampusNet.

Also, you can find the General Examination Regulations:

<https://campus.hochschule-heidelberg.de> „Service“ -> “Notice”

2. Registration for regular lectures and examinations

Each student is automatically registered for regular lectures and examinations.

Please notice: **Attendance is mandatory.**

As a rule, it is not possible to withdraw from an examination. Any unexcused absence will automatically be graded as "failed" 5.0.

3. De-Registration from regular lectures and examinations

De-registration is only possible:

1. absent due to illness – please submit the document for the **Notification of sickness** called “**Prüfungsunfähigkeitsbescheinigung (PU)**” with signature from doctor.
Deadline: 3 working days after examinations date
2. absent due to exceptional reason – Please submit the form “Deregistration Application.”
Deadline: one week before the examinations date

4. Registration for re-examinations

If you have missed or failed an examination, there is the possibility of **re-sitting** the examination.

In case of failure, the study and examination regulations (CORE: RPO §13(1)) provide the possibility of **one** re-sit of module or sub-module examinations. Examinations that have already been passed cannot be repeated.

For the re-examination you must register yourself. You can find the registration form and the registration deadline on the moodle site.

<https://moodle.hochschule-heidelberg.de/course/view.php?id=577§ion=4&lang=en>

5. De-Registration from re-examinations

You have the option to deregister (cancellation) from a retake and repeat exam without giving a reason. Forms-De-Registration form and the deadline you can also find via Moodle website.

6. Non-attendance at examinations:

If you are not able to attend an examination due to illness, you must notify the examination desk.

- Examination Desk IMD: Mai.fleischer@srh.de

In addition to sending an e-mail, you must submit a notification of sickness form to the examination office **within 3 working days**.

The form you need is called "**PU**" = Prüfungsunfähigkeitsbescheinigung" (certificate of inability to take part in the examination) and you can find the printed form also next door to the room arc217.



Prüfungsunfähigkeitsbescheinigung_IMD.



EN_prüfungsunfähigkeitsbescheinigung_I

You need to get your doctor to fill out this form. He should state the symptoms that in his opinion justify your inability to take part in the examination. (A medical certificate alone is not sufficient!)

- via Mail to Examination Office IMD: HSHDimd@srh.de
- via Examination office mailbox: next door to the room arc217
- via post: An: *SRH Hochschule Heidelberg*
Fakultät IMD - Mai Fleischer
Ludwig-Guttman-Str. 6, 69123 Heidelberg

Please note:

If you miss an exam without any written excuse, it will automatically be graded as failed.

7. Announcement of grades

The grades will be entered in the campus portal as soon as they are available.
Every student can view own grades via the CampusNet.

The decimal values are awarded according to the following table:

Accordingly, examinations are graded with decimal values ranging from 1.0 to 5.0. Between the values of 1.0 and 4.0 only, the grade will be given to one decimal place.

Grade	Requirement	Decimal value
Outstanding	Outstanding performance	1.0 to 1.2
Very good	Performance well above average	1.3 to 1.5
Good	Performance above average	1.6 to 2.5
Satisfactory	Performance satisfying average requirements	2.6 to 3.5
Sufficient	Performance still meets requirements despite deficiencies	3.6 to 4.0
Not sufficient	Performance no longer meets requirements due to serious deficiencies	5.0

As a rule of thumb, you must score at least 50% of the attainable points to pass an exam.

The assignment of points to grades (decimal values) is defined and made public by the responsible examiner.

8. Repeat of an examination

- If your examination was graded lower than 4.0 **twice** running, i.e., you have failed the first re-sit of the examination; you will have exhausted your 2 chances. After that you need to submit a hardship application. The examination committee will then decide if you will be granted one more chance. You can find information on the hardship application on the next page.
- For other kinds of graded work (presentation, projects, etc.), individual arrangements will be made.
- **Please check your SRH web-mail account regularly so that you don't miss any important appointments!**

Information on hardship applications

(exemptions / hardship cases)

If a student fails a module examination (first attempt), the study and examination regulations (GER §13(1)) provide for one regular chance to retake the examination (second attempt). If the student fails the re-sit, he may be granted a second resit (third attempt) upon submission of a written application (hardship application) to the departmental examination board. The application must be approved and accepted by the board.

What are the preconditions for a hardship application?

- 1) You can show that, due to **extraordinary circumstances**, the reexamination posed an intolerable burden.
- 2) Judging by your former results in the exams as well as the course credits a **successful completion** of your studies is to be **expected**.
- 3) You must submit the written application within one month from being notified of the grade by the departmental examination board. (Deadline!)

What are considered to be extraordinary circumstances?

- Proven problems in your private life and/or family environment such as: the death of a close relative, severe illness in the family, break-up of your own relationship with severe psychological impact on you.
- Extreme test anxiety confirmed by a medical certificate for which you have begun therapy.
- Other specific and proven circumstances beyond your control.

What grounds are not accepted as extraordinary circumstances?

- Lack of / badly organized preparation for the examination
- Illness (In this case you must withdraw from the examination as soon as you are aware of your condition and submit a certificate of inability to take part in the examination, signed by your doctor, without delay.)
- Several examinations scheduled back-to-back

How and where can I apply?

- Please use the application form "Application the excessive hardship" and providing proof of the exceptional circumstances applicable to your examination situation.
- Submit your application to the departmental examination board **within one month** from receiving the exam grades. The board will consider your application.

For further details regarding administrative and legal issues of your application, please make inquiries at the department examination desk: mai.fleischer@srh.de

9. Types of examinations

Written exam (WE)(KIs)	Synopsis (Ex)
Oral exam (OE)(MP)	Learning diary (LD)
Seminar paper (StA)	Portfolio (PF)
Report/Presentation (R)	Report/Presentation (RPr)(Ref)
Presentation (Pr)	Practical project report (PPB)
Project report (PA)/Project development (PE)	Project Work (PW)(PA)
Research and documentation (ReD)	Protocol (Pro)
Roleplay (Ro)	Moderation (Mod)
Case study (CS)	Colloquium (Co)
Essay (Es)	Thesis (Th)
Test (Te)	Internship Report (IR)
Combination exam (KomP)	Practical work (PrW)(PrA)

10. Rules and hints for participating in examinations

- ❖ Please display **your student card your mobile phone prominently on your desk.**
- ❖ Your bags, jackets and electronic devices must be placed out of reach. Please pack your mobile and laptop in your bag and deposit it at the side of the room.
- ❖ At the beginning of the exam, please write your name and matriculation number on each sheet of paper. Also check that your examination documents are complete.
- ❖ If you need additional paper, you must request further answer sheets from the exam supervisor. Do not forget to write your name and matriculation number on all supplementary sheets.
- ❖ If you want to leave the room to use the bathroom, please raise your arm to inform the person who coordinates the Examination. Once you have left the room, you are not allowed to talk to anyone or use any auxiliary resources. If you do so, you could fail the examination.
- ❖ To ensure that every examinee can use the bathroom, you are not allowed to hand in your paper and leave the room until 30 min before the regular examination time is up.
- ❖ Copying from your neighbor or letting your neighbor copy your text will be deemed an attempt to cheat. Your exam will then be graded as failed. Any other kind of cheating (e.g. using your smartphone) will also result in failure of the exam.