

Information for the Beginning of the Semester

Dear students, dear teaching staff,

At the beginning of the new semester, we would like to send you some important information in order to ensure that examinations run smoothly.

Please note that many special rules that arose due to the Corona pandemic no longer apply and therefore the digital submission of applications, bachelor and master theses, etc. is no longer possible. Also, the usual deadlines and regulations for exam participation and its evaluation apply.

Consultation hours cannot be offered at the moment, but a suitable concept is being worked on. Should there be any changes, we will inform you in good time via our website.

Please find some general information in the following:

Registration and Deregistration

Regular registration for exams is possible from December 10, 2021 - January 10, 2022, and deregistration from December 10, 2021 - January 31, 2022, via PABO.

Deviating deadlines can be found in the respective examination schedule for your subject, which is available for download on our website under the respective degree course.

Access Data PABO

To log in to the online tool PABO, please use the access data of your ZfN-University-Account, which you also use for Stud.IP, webmail and MOIN. PIN and TAN data are no longer sent.

Registration Recommendation

In the case of two-semester modules or modules with the examination type "Combination Examination (KP)", it is recommended to register only in the semester in which the last achievement is made. If the student registers too early without having had the opportunity to complete all the achievements or exams in a KP, he/she must expect to register a failure for the semester in question.

For modules with "Partial Examinations (TP)", registration for each partial examination is required. Registration must take place in the semester in which the respective TP is actually taken/completed.

Examination Grades

The recording of the evaluation and its authorization is usually carried out by the examiners/module coordinators.

If you are not yet able to see a certificate of achievement in PABO, please contact the examiner or the person responsible for the module directly.

Medical Certificate

If it is not possible for you to take part in the examination due to your own health reasons, a medical certificate/"Arbeitsunfähigkeitsbescheinigung" (AU) together with the completed form "Krankmeldung" (sick note) must be submitted to the ZPA immediately or sent by post.

The same applies in the case of illness of a child who is to be cared for primarily by you alone or of a close relative who is to be cared for by you. In this case, you must also

submit an official certificate stating that nursing care is required and a proof of the care activity.

Rules for Repeating an Examination

A period of 4 subsequent semesters is granted for the repetition of a failed examination performance after the first failure or missing of the examination. A new exam registration via PABO is required. The number of exam participations within this total of 5 semesters is not relevant.

The "Corona semesters" (winter semester 19/20 up to and including summer semester 2021) are generally not taken into account when counting the repeat semesters.

Certificates of Achievement

When submitting certificates of achievement (Leistungsnachweise), also called "Scheine", please note that the certificates of achievement must be completely filled out, signed and sealed. The ZPA only accepts these if registration or entry via PABO is not possible (esp. for General Studies, Key Qualification, etc.).

Recording of Achievements / Examination Results

According to the General Part of the Examination Regulations, the examination results should be entered and posted in FlexNow by 6 weeks after the end of the semester (winter semester mid-May; summer semester mid-November). The recording and entry of the examination results is the responsibility of the respective examiner / module coordinator.

If the examination remark "Missed examination - no result notification" has been entered, this is a temporary entry until the correct examination result is transmitted.

Online Certificate / Certificate of Achievements

You can generate and print out a certificate of achievement independently via PABO using the menu item "Data Sheet".

Availability of the ZPA

Please note that the availability of the Central Examination Office will be highly limited from December 27 to December 31, 2021.

If you have any questions or problems, you can always contact the office responsible for your degree course or subject.

We wish you a good start to the semester.

With best regards
Your Central Examination Office