

## Information for Students

Dean of Studies Office  
Faculty of Humanities





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## Information by the Examination Office

Exam participation, examination forms, FlexNow, forms,  
plagiarism, links



## Exam participation I

Students are only admitted to the examination if they...

- a) attend the course as part of a module for which they are **eligible according to their enrolment**,
  
- The admission requirements defined in the examination regulations are included in **FlexNow**. Students who do not meet these requirements and are therefore not entitled to take the module will be denied registration in FlexNow.

## Exam participation II

Students are only admitted to the examination if they...

- b) have fulfilled the examination **prerequisite(s)** specified in the module sheet, if required,
- The preliminary examination requirements to be completed can be found on the corresponding module sheet, e.g:

<b>Lehrveranstaltung: Basisseminar Mediävistik 1.1</b>	2 SWS
<b>Prüfung: Mündlich (ca. 20 Minuten)</b>	4 C
<b>Prüfungsvorleistungen:</b> regelmäßige Teilnahme am Seminar und Kurzvortrag (ca. 10 Minuten)	

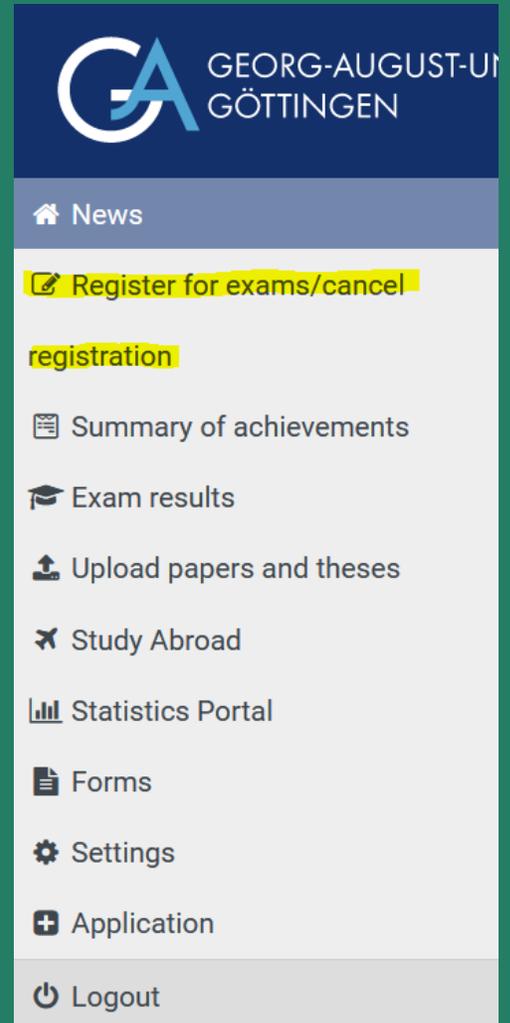
- Examiners enter a "**rejection**" for students who have registered for the examination via FlexNow but do not fulfill the prerequisites.

## Exam participation III

Students are only admitted to the examination if they...

c) have properly **registered for the examination via FlexNow** .

- If there is no FlexNow registration, the student **must be excluded from taking the examination** by the examiner.
- Registration via **Stud.IP does not** count as exam registration.
- Be sure to observe **the registration and deregistration deadlines** in FlexNow! Withdrawal from a registered examination is only possible within the deregistration period. Once the deregistration deadline has passed, it is no longer possible to delete the registration; instead, a "failed" is entered.



The screenshot shows the FlexNow user interface. At the top, there is a dark blue header with the GA logo and the text 'GEORG-AUGUST-UNIVERSITÄT GÖTTINGEN'. Below the header is a light blue navigation bar with a home icon and the word 'News'. The main content area is white and contains a list of menu items: 'Register for exams/cancel' (highlighted in yellow), 'registration' (highlighted in yellow), 'Summary of achievements', 'Exam results', 'Upload papers and theses', 'Study Abroad', 'Statistics Portal', 'Forms', 'Settings', 'Application', and 'Logout'.

## Exam participation IV

### Exception:

### No FlexNow registration for learning agreements in the Master's program

- Master's students who have been conditionally admitted and have to make up examination components as part of a **learning contract** cannot register for this via FlexNow.
- In this case, proof that the required achievements have been fulfilled is provided with the help of the "**Confirmation of completed achievements for the learning contract for the Master's degree program**" („Bescheinigung über absolvierte Leistungen zum Lernvertrag zum Master-Studiengang“), which is issued by the academic advisors.

## Exam participation V

- Students should be sure to check the **course catalog (EXA)** before the start of the semester to see whether the courses they plan to attend are assigned to modules that they are allowed to complete.
- If students have any questions, they should contact the **Examination Office Team** before the registration deadline:

<http://www.phil.uni-goettingen.de/examination-office-team>

## Examination forms I

The form of examination to be taken depends exclusively on the module in which the course is attended. The specifications for this are given in the corresponding **module sheet**:

Lehrveranstaltung: <b>Alte Geschichte</b> (Proseminar)	1 SWS
<b>Prüfung: Hausarbeit (max. 20 Seiten)</b> <b>Prüfungsvorleistungen:</b> regelmäßige Teilnahme am Proseminar und an der Übung, Kurzreferat, Hausaufgaben, Bibliographie, Rechercheaufgaben	8 C

- The module sheets are part of the examination regulations and are therefore **legally binding**. Examiners must provide candidates with the required examination form. Deviations from this are **not permitted**.
- Depending on which modules a course has been assigned to, participating students may therefore have to take **different forms of examination**.

## Examination forms II

If a module sheet lists several **alternative forms of examination**, this does not mean that students are allowed to choose. In this case, the examiner determines at the beginning of the lecture period which of these examination forms will be made available in the current semester:

<b>Course: Übung: Advanced English-Language Written Skills</b>	2 WLH
<b>Examination: Klausur (90 Min.) oder Portfolio (max. 2500 Wörter)</b>	3 C
<b>Examination prerequisites:</b> regelmäßige Teilnahme mit nicht mehr als zwei entschuldigtem Fehlsitzungen	

## Entry of the examination assessments

Students should regularly check whether all their examination results have been entered **in FlexNow**.

- It is not possible to register for **subsequent modules** until it has been confirmed by entry that the previous module has been successfully passed.
- It is also important to enter **failed attempts** (e.g. if no examination performance was submitted despite registration), because as long as a registration is still open, FlexNow prevents registration for a further attempt in this module.
- If the examination assessment is not entered for a module, students should contact the **department** that offered the course. The Examination Office is not involved in the registration process and therefore has no examination results available.

## B.A. and M.A. forms of the Examination Office

On the page

[www.phil.uni-goettingen.de/examination-office-forms](http://www.phil.uni-goettingen.de/examination-office-forms)

the Examination Office provides all important forms and information in German and English for download.

### Applications, forms and information (B.A./M.A.)

To ensure that your request can be processed quickly, please send applications, forms, etc., preferably in digital form by e-mail directly to the [Examination Office staff member](#) responsible for your study programme.

- ▶ Applications for acknowledgement of external and internal examination components
- ▶ Compulsory course guidance
- ▶ Absence from the examination due to illness / extension of the submission deadline
- ▶ Leave of absence
- ▶ Proof of examination performance
- ▶ Process overview: How to complete the B.A. and M.A. study programmes
- ▶ B.A. thesis
- ▶ M.A. thesis
- ▶ Inspection of examination records
- ▶ Degree

## Plagiarism / Attempted deception / AI tools I

Plagiarism and other attempts at cheating are reported by the examiners to the **Examination Office**, where these incidents are recorded centrally and archived in the electronic student file.

- In serious cases, the Examination Office will submit the case to the **Examination Board for B.A. and M.A. Degree Programs of the Faculty of Humanities**, which will then decide whether to impose sanctions. This may result in de-registration from the study program.

## Plagiarism / Attempted deception / AI tools II

Although the use of AI tools is generally permitted, students should be **transparent** about what they have used ChatGPT & Co. for and to what extent. Not doing so may be considered an **attempt to cheat**.

➤ For more information, see the page

<https://www.uni-goettingen.de/en/674738.html>

## AI tools III: AI-sensitive testing

If you are wondering how you can adapt existing examination forms in such a way that the proof of individual competence of the examinees **cannot be replaced by AI**

- you will find information and specific suggestions [here](#)

## Links I

- Examination Office:

<http://www.phil.uni-goettingen.de/examination-office-team>

- Applications, forms and information (B.A./M.A.)

<http://www.phil.uni-goettingen.de/examination-office-forms>



Examination Office

## Links II

### ➤ Examination regulations

The general examination regulations as well as the examination and study regulations of the subjects, including the subject-specific provisions, can be accessed via the centrally managed **A-Z list** of study programs:

<https://www.uni-goettingen.de/en/3811.html>.

The Examination Office has provided direct links to the regulations on its team page under the staff members' subject responsibilities:

<http://www.phil.uni-goettingen.de/examination-office-team>.

### ➤ Examination dates

You can find out which examination dates have already been made available via the **FlexStat statistics portal** at

<https://pruefungsverwaltung.uni-goettingen.de/statistikportal>

(Query „Prüfungen“ [Examinations] ⇨ „An-/Abmeldefristen“ [Registration/deregistration deadlines]). A login is not required for this.

## Inclusive studies and compensation for disadvantages



## Inclusive Studies ?!

Do you need to organise your studies flexibly due to a disability or chronic illness or because you are caring for children or relatives?

Information and contact points within the faculty and university can be found on the following website : [www.phil.uni-goettingen.de/studium-inklusiv](http://www.phil.uni-goettingen.de/studium-inklusiv) (<https://uni-goettingen.de/en/488207.html>)

# Compensation for disadvantages I

Compensation for disadvantages is intended to compensate for existing barriers, i.e. disadvantageous (examination) conditions in the degree programme, on an **individual** and **situation-specific** basis. If you can prove that you have a **disability** or **chronic illness** or are **responsible for raising or caring for a child**, you are legally entitled to compensation for disadvantages during your studies.

For example, you can apply for the following measures :

- Extension of the processing time for examinations
- Allowing personnel or technical support
- Replacing one exam with another of the same level (e.g. oral instead of written)
- Replacement of compulsory attendance with other services

## Compensation for disadvantages II

Please submit an **application for compensation for disadvantages as early as possible** (!), i.e. before the start of coursework or examinations or at the beginning of the semester if you are applying for compensation for disadvantages due to compulsory attendance.

The university-wide contact person for compensation for disadvantages is Katrin Lux.

Further information on contacts and a handout on the application process can be found on the following website: [www.phil.uni-goettingen.de/studium-inklusiv](http://www.phil.uni-goettingen.de/studium-inklusiv) (<https://uni-goettingen.de/en/488207.html>)

## Contact points for questions

Who do I contact?



## Who do I contact if I have questions or difficulties?

Subject-specific questions, e.g. on the recognition of achievements or on courses and modules

- **Student counselling** for your subject : [www.uni-goettingen.de/phil-fsb](http://www.uni-goettingen.de/phil-fsb) (<https://www.uni-goettingen.de/en/562355.html>)

Interdisciplinary questions, e.g. on creating a timetable/study plan, on the professionalisation area or on changing subjects & in case of study doubts

- **Study and examination counselling** of the Faculty of Arts and Humanities: [www.phil.uni-goettingen.de/studienberatung](http://www.phil.uni-goettingen.de/studienberatung) (<https://uni-goettingen.de/en/111037.html>)
- Help with timetable: [www.phil.uni-goettingen.de/stundenplan](http://www.phil.uni-goettingen.de/stundenplan) (<https://uni-goettingen.de/en/448227.html>)
- Recognition of examination results: [www.phil.uni-goettingen.de/anerkennung](http://www.phil.uni-goettingen.de/anerkennung) (<https://uni-goettingen.de/en/677784.html>)
- Professionalisation area and key competencies : [www.uni-goettingen.de/phil-schlueko](http://www.uni-goettingen.de/phil-schlueko) (<https://www.uni-goettingen.de/en/366104.html>)

## Who do I contact if I have questions or difficulties?

For general questions about studying, e.g. whether studying is the right choice at all

- **Central Student Counselling Service** : [www.uni-goettingen.de/zsb](http://www.uni-goettingen.de/zsb) (<https://www.uni-goettingen.de/en/1697.html>)

In the event of psychological stress or difficulties during your studies

- **Psychosocial counselling centre** : <https://www.studentenwerk-goettingen.de/beratung-soziales/psb>  
(<https://www.studentenwerk-goettingen.de/en/social-and-psychosocial-counselling/psb>)

## Contact lecturer

For questions about the course, examination or content

How to reach me:

E-Mail:

Tel:

Office Hours:

Website:

