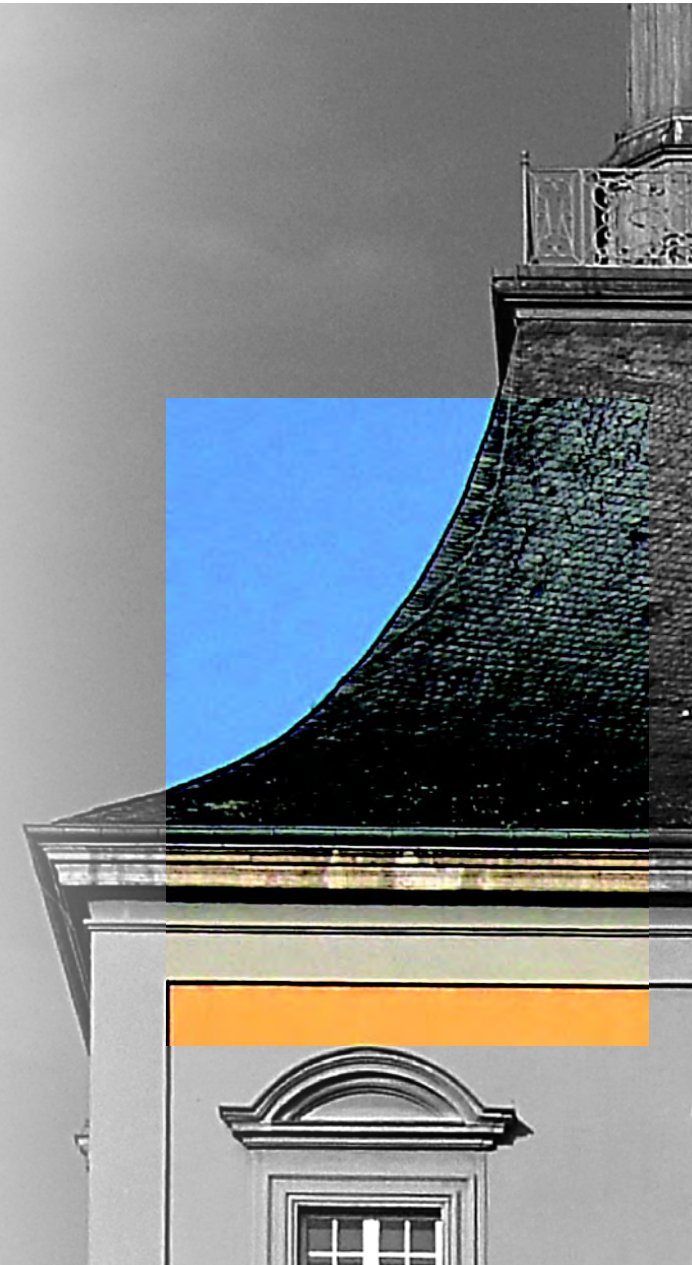


EXAMINATION PROCEDURES INFORMATION SESSION FOR FIRST- SEMESTER STUDENTS OF THE FACULTY OF ARTS

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AGENDA

- **START OF STUDIES**
- **DURING THE COURSE OF YOUR STUDIES**
- **DEGREE COMPLETION**
- **CONTACT AND ADVICE**

START OF YOUR STUDIES: REGISTRIERUNG FOR FIRST-SEMESTER STUDENTS

- Essential requirement for module exam registration!
- Registration method: **via mail with certified copies of your certificates.**
 - **Exception:** First-semester master's students who obtained their bachelor's degree from the University of Bonn do not need to submit certified copies of certificates
- **Detailed information:** https://www.philfak.uni-bonn.de/en/studying/examination-office/start-of-studies/registrierung-fuer-erstsemester?set_language=en
- **Deadline:**
 - **Bachelor: 29.11.2024**
 - **Master: 13.12.2024**

START OF YOUR STUDIES: REGISTRIERUNG FOR FIRST-SEMESTER STUDENTS

- Necessary documents:

- Registration form “Antrag auf Zulassung zur Bachelor-/Masterprüfung”:

<https://www.philfak.uni-bonn.de/de/studium/pruefungsamt/downloads>

- As certified copies:
 - **First-semester Bachelor students: university entrance qualification**
 - **First-semester Master-students who completed their B.A./B.Sc. elsewhere: Bachelor degree documents**

START OF YOUR STUDIES: RECOGNITION OF STUDY/ EXAM ACHIEVEMENTS

- The respective examination regulations determines the recognition of study and exam achievements
- The recognition of study and exam achievements happens only **upon request!**
- **Submission of the application including proof of the completed achievements** (Transcript of Records, certificate, etc.) to the **recognition officer** of the respective institute for subject-specific recommendation
- Subsequent forwarding of the completed application to the examination office for issuing the notice of recognition and grade entry
- **Application form:**
<https://www.philfak.uni-bonn.de/de/studium/pruefungsamt/downloads>

START OF YOUR STUDIES: PROFILE CHOICES

- In some degree programs, **students must choose a specialization** by selecting a profile (as determined by the Examination Regulations)
- **The determination of a profile, focal point, a first oder second language, a specialization or complementary modules** can take place either via BASIS (by the students) or via the Examination Office
 - **Via BASIS:** choice can be made freely during the profile selection phase at the beginning of each term
 - **Via the Examination Office:** depending on the admission requirements
- The profile choice can be seen in the ToR shortly afterwards

DURING THE COURSE OF YOUR STUDIES: DATES AND DEADLINES – WS 2024/2025

Independent Registration via BASIS:

- Course Registration:
First-semester students 23.09. - 04.10.2024
Final course registration 28.10. - 04.11.2024
- Exam registration for term papers:
01.11.2024 - 17.03.2025
- 1st Exam Phase:
Registration 13.01. - 21.01.2025
Exams 27.01. - 08.02.2025

DURING THE COURSE OF YOUR STUDIES: DATES AND DEADLINES – WS 2024/2025

- 2nd Exam Phase:
Registration 10.03. - 12.03.2025
Exams 17.03. - 31.03.2025
- Course Registration SS 2025:
1st phase 10.03. - 19.03.2025
2nd phase 24.03. - 02.04.2025
Final course registration 28.04. - 05.05.2025

Withdrawal from a registered exam is only possible with regard to written and oral exams, and only a week in advance. For all other types of exam, withdrawal is only possible for valid reasons (more on this later!)

DURING THE COURSE OF YOUR STUDIES: EXAMINATION REGULATIONS

- Bachelor's and consecutive Master's examination regulations from 17.08.2018
- Psychology Bachelor's and consecutive Master's examination regulations from 28.08.2020
- Master's degree programmes 'Dependency and Slavery Studies' and 'Slavery Studies' from 28.08.2020
- https://www.uni-bonn.de/de/studium/organisation-des-studiums/regulations_overview
- [Examination Regulations — English](#) incl. the unofficial reading version of the BMPO 18 in its latest amended form

DURING THE COURSE OF YOUR STUDIES: MODULE DESCRIPTIONS

- **The details of the modules are specified in the module descriptions** (for example, participation requirements, any necessary coursework, attendance requirements, and exam types).
- All module descriptions for a degree program are compiled in a module handbook.
- <https://www.philfak.uni-bonn.de/de/studium/studienangebot/modulhandbuecher/uebersicht>

DURING THE COURSE OF YOUR STUDIES: REQUIREMENTS FOR EXAM REGISTRATIONS

- Study achievements related to specific courses need to be completed during the lecture time
- Determination of study achievements in **the respective degree's module handbook**
- **Possible study achievements: presentations, minutes, reports etc.**
- Completed study achievements needs to be booked **into BASIS** by the faculty by the end of the semester
- **No exam registration or participation is possible without the booking of study achievements**

DURING THE COURSE OF YOUR STUDIES: **EXAMINATIONS**

- Examination as final part of a module
- Types of exam:
 - **Term papers;**
 - **projects; reports; presentations; minutes; internship report; portfolios;**
 - **written exams; oral exams**
- Awarding of credit points: amount of credit points can be found in the respective module description
- Repetition: **According to the respective examination regulations, an exam can be repeated twice**

DURING THE COURSE OF YOUR STUDIES: EXAMINATIONS

Term paper:

- Registration for term papers is generally only possible once all requirements as determined in the examination regulations (usually study achievements, possible attendance requirements and successful entry of study achievements into BASIS) have been fulfilled – no withdrawal without valid reason following the issuing of a topic!
- **Deadline for sign-up:**
 - Summer term: From 01.05. until two weeks before the semester ends
 - Winter term: From 01.11. until two weeks before the semester ends
- According to examination regulations, minimum processing time of two weeks, maximum of twelve week, but deadline is the semester end at the latest:
 - Summer term: 30.09.
 - Winter term: 31.03.

DURING THE COURSE OF YOUR STUDIES: EXAMINATIONS

- Approval of topic by examiner
- Registration of term paper via BASIS
- Immediately following registration: print out the exam form for term papers provided in BASIS
- Fill out the form completely and have it signed by the examiner
- Upon completion, submit the term paper as well as the filled out form to the examiner
- Correction of the term paper: within four (Bachelor) and six (Master) weeks after submission
- **Guideline:** <https://www.philfak.uni-bonn.de/en/studying/examination-office/in-study/leitfaden-hausarbeit>

DURING THE COURSE OF YOUR STUDIES: EXAMINATIONS

Exams accompanying courses (projects, presentation, reports, internship reports, portfolios):

- These types of exams must be registered and completed within/by the end of the semester in which the course was attended. No withdrawal without valid reasons!
- If the exam was not undertaken or passed in the same semester, the course needs to be attended again.
- **You can find further information on the types of exams in your examination regulations:**
[Organizing Your Studies — University of Bonn](#)

DEGREE COMPLETION: BACHELOR- AND MASTER THESIS

Bachelor thesis:

- Registration: **Minimum of 108 CP**
- Recommendation for the sixth semester; registration by June 30/ December 31, if you wish to begin a Master's in the following semester and still wish to use the maximum possible processing time
- Processing time: **3 months, starting with the issuing of the topic**
- **Topic determined in conjunction with the examiner/supervisor**
(major + minor Bachelor: topic must come from the major subject;
dual subject Bachelor: topic can come from any of the two subjects)
- **Sign up for the thesis at the examination office using the respective form:**
<https://www.philfak.uni-bonn.de/de/studium/pruefungsamt/downloads>
- **Submission:** electronically via our contact form **AND** as a hard copy (three versions) via mail or delivery in our letterbox (Am Hof 1, 53113 Bonn)
- Repetition: **once**
- **Guideline:** <https://www.philfak.uni-bonn.de/en/studying/examination-office/degree-completion/handreichung-zur-bachelorarbeit>

DEGREE COMPLETION: BACHELOR- AND MASTER THESIS

Master thesis:

- Registration: **minimum of 60 CP**
- Recommended for the fourth semester
- processing time: **6 months starting with the issuing of the topic**
- **Topic determined in conjunction with the examiner/supervisor**
- **Sign up for the thesis at the examination office using the respective form:**
<https://www.philfak.uni-bonn.de/de/studium/pruefungsamts/downloads>
- **Submission:** electronically via our contact form **AND** as a hard copy (three versions) via mail or delivery in our letterbox (Am Hof 1, 53113 Bonn)
- Repetition: **once**
- **Guideline:** <https://www.philfak.uni-bonn.de/en/studying/examination-office/degree-completion/handreichung-zur-masterarbeit>

CONTACT AND ADVICE

- **General information on exams as well as FAQs:**

<https://www.philfak.uni-bonn.de/en/studying/examination-office>

<https://www.philfak.uni-bonn.de/en/studying/examination-office/faq>

- **Contact form (use your uni Bonn email adress!):** <https://www.philfak.uni-bonn.de/de/kontakt/pruefungsamt>

- **Office hours (in person & phone), please check the times for the clerks responsible for you:**

<https://www.philfak.uni-bonn.de/en/studying/examination-office/contact>

- **New address:**

Visitor address: Maximilianstraße 22 (3. OG), 53111 Bonn

Mail address: Am Hof 1, 53113 Bonn

EXAMINATION PROCEDURES

THANK YOU FOR YOUR ATTENTION AND BEST OF
LUCK WITH YOUR EXAMS!

