

ISRT: Fit for exams and returning home

25 June 2025

KIT Department of Informatics
Informatics Study Program Service (ISS)



Who is participating?



KIT Department of Informatics - Informatics Study Program Service (ISS)

- Luana Vitallowitz & Emil Adam
 - Student Assistants and Mentors in KIT Department of Informatics
- Christine Glaubitz, M.Ed.
 - Transition to KIT and Support during your Studies Programs
 - Exchange Programs
 - Student advisor

Agenda

1. Overview of Exams
 - Exam Registration and Withdrawing from Exams
 - Exam Preparation
 - Structure of an Exam
2. Re-enrollment
3. Withdrawing and Next Steps
4. Transcript of Records
5. Q&A

Exams

Where to find exam dates?

Study Planning

Planning the first semesters ▾

Planning the current semester ▲

- Which modules do I want to take this semester?
 - Course catalogue (VVZ)
Overview of the courses available this semester
 - Supplementary subjects
YouTube explanatory video [↗](#)
 - Campus Management for Students (CMS)
CMS explanatory video [↗](#)
- Where do I have to register?
 - Registration for tutorials at the beginning of the semester
If you miss registration, please contact the tutorial leader
Attending tutorials is crucial for a successful degree programme
 - Exam registration via the CMS
 - When are my exams
 - Exam dates Computer Science & Information Systems ←
 - Exam dates Mathematics ←
 - Exam dates for Economics ←
- Important dates: Lecture times and re-registration

Further studies ▾



Exam Registration in CMS

Log into CMS (make sure you select current semester)

The image displays two screenshots of the KIT Campus Management for Students (CMS) interface. The top screenshot shows the login page with a red arrow pointing to the 'Log In' link and another red arrow pointing to the 'Term' dropdown menu set to 'Winter 24/25'. The bottom screenshot shows the 'Examinations' section with a red box highlighting the 'Prüfungen' (Examinations) menu item in the left sidebar. The main content area shows sections for 'Examination Registration and Unregistration', 'Information about Registered Examinations', and 'Information about Unregistered Examinations'.

Exam Registration in CMS

- Select the Module in CMS in “Studienablaufplan”
- Then register for the exam in CMS

The screenshot displays the CMS interface for '82-079-H-2022 – Informatics / Computer Science Bachelor 2022'. On the left sidebar, the 'Examinations' menu is expanded, and 'Exam Registration and Unregistration' is highlighted with a red arrow. The main content area shows the 'Study Schedule' tab selected, also indicated by a red arrow. The 'Study Schedule' tab contains a 'Teilleistungen' section with checkboxes for 'not yet started', 'started', 'passed', and 'definitive not passed'. To the right of this section, there are fields for 'Start date: 10/1/2023', 'Full university semester: 4', 'Full study semester: 4', 'Full sabbatical semester: 0', and 'Period of study: paying'. Below the 'Teilleistungen' section is a 'Filter anwenden' button. At the bottom, there is a 'Personal Study Schedule View' section with a table header including 'Title (with Identifier)', 'Type', 'Status', 'Grade', 'Date', 'CP cur.', and 'CP req.'.

Exam Registration in CMS

- Then register for the exam in CMS

The screenshot displays the 'Campus Management for Students' interface. The left sidebar contains navigation links: Homepage, Requests, Notices Inbox, Certificates, Re-Registration, Study Program Structure, Personal Information, Examinations (highlighted), Exam Registration and Unregistration, Registered Examinations, Unregistered Examinations, Thesis, Exams under video supervision, Events, and FAQ. The main content area shows the 'Brick: T-INFO-101497 – Database Systems (2544121)'. Below this, there are tabs for 'Brick Details' and 'Further Information'. The 'Brick Details' tab is active, showing the following information:

- Identifier: T-INFO-101497
- Title: Database Systems
- Version: Version 2
- Degree Program: 82-079-H-2022 – Informatics / Computer Science Bachelor 2022
- Module: M-INFO-101178 – Communication and Database Systems
- Recurrence: Each summer term
- Exam type: Written examination
- Assignment type: Compulsory
- Grade scale: third grades
- Credit points (current): 0.0
- Credit points 4.0 (required):
- Status: not yet started

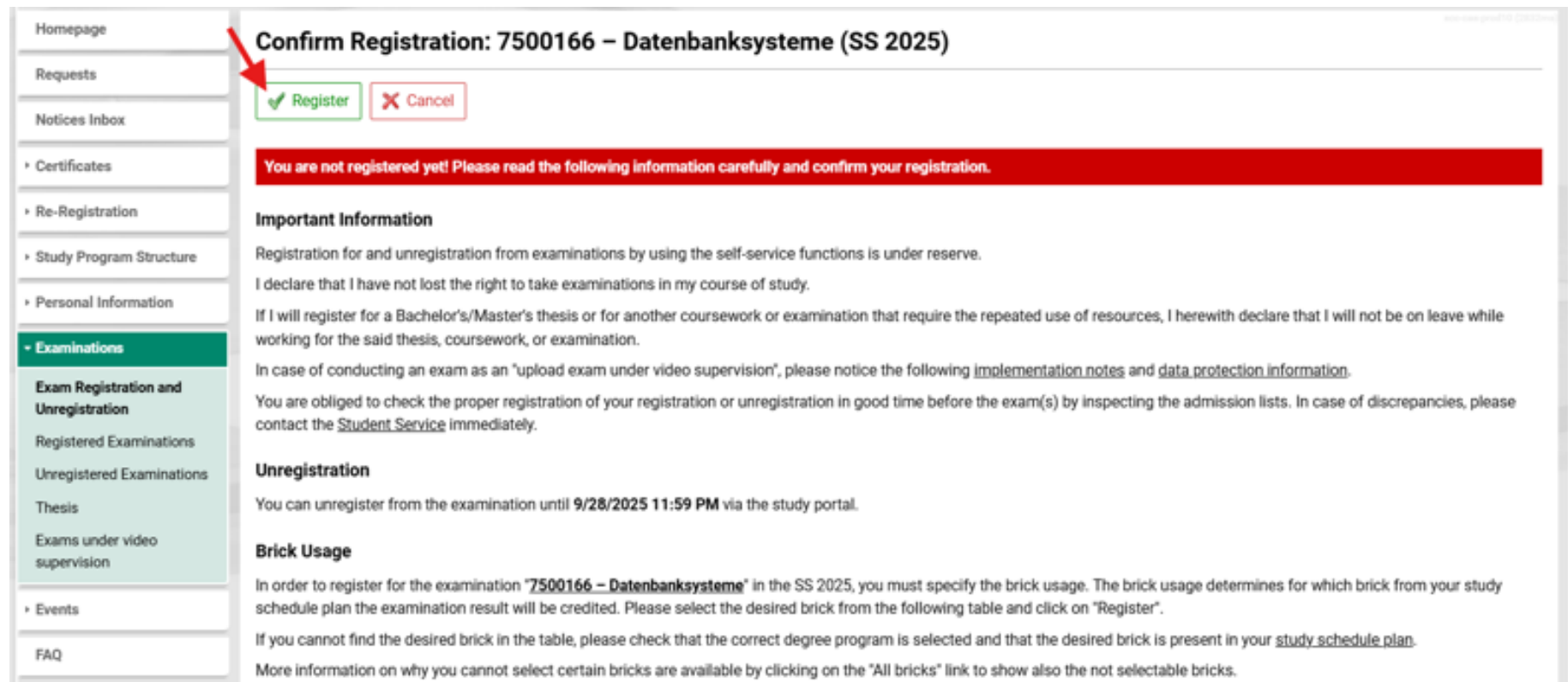
Below the details, there is a table titled 'Exams (SS 2025)'. The table has columns: Exam no., Title, Examiners, Examtype, and Registration state. The first row shows:

Exam no.	Title	Examiners	Examtype	Registration state
7500166	Database Systems	Böhm, Neumann, Reimann	written exam	Not registered Register until 9/16/2025 11:59 PM

A red box highlights the 'Not registered' status, and a red arrow points to it.

Exam Registration in CMS

<https://campus.studium.kit.edu/exams/index.php>



Homepage
Requests
Notices Inbox
Certificates
Re-Registration
Study Program Structure
Personal Information
Examinations
Exam Registration and Unregistration
Registered Examinations
Unregistered Examinations
Thesis
Exams under video supervision
Events
FAQ

Confirm Registration: 7500166 – Datenbanksysteme (SS 2025)

You are not registered yet! Please read the following information carefully and confirm your registration.

Important Information

Registration for and unregistration from examinations by using the self-service functions is under reserve.

I declare that I have not lost the right to take examinations in my course of study.

If I will register for a Bachelor's/Master's thesis or for another coursework or examination that require the repeated use of resources, I herewith declare that I will not be on leave while working for the said thesis, coursework, or examination.

In case of conducting an exam as an "upload exam under video supervision", please notice the following [implementation notes](#) and [data protection information](#).

You are obliged to check the proper registration of your registration or unregistration in good time before the exam(s) by inspecting the admission lists. In case of discrepancies, please contact the [Student Service](#) immediately.

Unregistration

You can unregister from the examination until **9/28/2025 11:59 PM** via the study portal.

Brick Usage

In order to register for the examination "**7500166 – Datenbanksysteme**" in the SS 2025, you must specify the brick usage. The brick usage determines for which brick from your study schedule plan the examination result will be credited. Please select the desired brick from the following table and click on "Register".

If you cannot find the desired brick in the table, please check that the correct degree program is selected and that the desired brick is present in your [study schedule plan](#).

More information on why you cannot select certain bricks are available by clicking on the "All bricks" link to show also the not selectable bricks.

Exam Registration in CMS

<https://campus.studium.kit.edu/exams/index.php>

The screenshot displays the CMS interface for exam registration. On the left is a sidebar menu with options like 'Homepage', 'Requests', 'Notices Inbox', 'Certificates', 'Re-Registration', 'Study Program Structure', 'Personal Information', 'Examinations', 'Exam Registration and Unregistration', 'Registered Examinations', 'Unregistered Examinations', 'Thesis', 'Exams under video supervision', 'Events', and 'FAQ'. The 'Examinations' section is currently selected.

The main content area shows the breadcrumb trail: 'Study Schedule > 82-079-H-2022 - Informatics / Computer Science Bachelor 2022 > Practical Informatics > M-INFO-101178 - Communication and Database Systems'. Below this, the title 'Brick: T-INFO-101497 - Database Systems (2544121)' is displayed.

A green success message states: 'Registration successful. You were successfully registered to the exam "7500166 - Datenbanksysteme (SS 2025)" with usage of the brick "T-INFO-101497 - Database Systems". This brick has been marked as begun.'

Below the message, there are tabs for 'Brick Details' (selected) and 'Further information', with a link to 'General View'. The 'Brick Details' section provides the following information:

- Identifier: T-INFO-101497
- Title: Database Systems
- Version: Version 2
- Degree Program: 82-079-H-2022 - Informatics / Computer Science Bachelor 2022
- Module: M-INFO-101178 - Communication and Database Systems
- Recurrence: Each summer term
- Exam type: Written examination
- Assignment type: Compulsory
- Grade scale: third grades
- Credit points (current): 0.0 (+ 4.0 started)
- Credit points (required): 4.0
- Status: started

At the bottom, there is a table titled 'Exams (SS 2025)' with the following data:

Exam no.	Title	Examiners	Examtype	Registration state
7500166	Database Systems	Böhm, Neumann, Reimann	written exam	Signed in Unregister until 9/28/2025 11:59 PM

Make sure to print a hard and digital copy of your registration / withdraw

Exam Registration in CMS

<https://campus.studium.kit.edu/exams/index.php>

- You can look in CMS what Modules exams you have registered for



Registered and unregistered exams (SS 2025)

Create new certificate Print

Prüfungen Bescheinigungen

☐ Registered and unregistered exams
☒ Registered exams
☐ Unregistered exams
☐ Completed exams

Registered exams (SS 2025)					
Exam no.	Title	Examiners	Examtype	Registration state	Registration code
7500055	Digital Games	Gerling	written exam	Signed in Unregister until: 8/8/2025 11:59 PM	6DFD52D7 ★
7500116	Introduction to Computer Networking	Zitterbart	written exam	Signed in Unregister until: 8/8/2025 7:59 AM	566A6C38 ★
7500166	Database Systems	Böhm, Neumann, Reimann	written exam	Signed in Unregister until: 8/28/2025 11:59 PM	BC816AFD ★
7500217	Mechano-informatics and Robotics	Asfour	written exam	Signed in Unregister until: 7/16/2025 11:59 PM	280504C1 ★
7500295	Digital Games	Gerling	Completed coursework	Signed in Unregister until: 8/1/2025 11:59 PM	3873BFEE ★
7700089	Numerical Mathematics for Students of Computer Science, Exercise Certificate	Weiß	Completed coursework	Signed in Unregister until: 10/5/2025 11:59 PM	CCA42032 ★

Withdrawing from exams

- You can withdraw / deregister from an exam
- If you are registered for an exam and don't attend the exam, you will automatically fail the exam!

Register for the exam

- When registering for the exam, courses are divided between *internal* (Dept. for Informatics) and *external* (from other departments') courses.

- Select internal department courses →

- select external Department courses →

Title	Version	Status	Grade	Attempt	Date	Credits	Required credits	Term	Info
96-079-H-0 – Informatics / Computer Science - Non-degree Studies (Degree Abroad)	1	passed ¹			3/11/2025	12.0	180.0	1 - 4	
Thesis						0.0	15.0 - 30.0	3	
M-INFO-104742 – Module Thesis	2					0.0	15.0	3	
T-INFO-109675 – Thesis	1					0.0	15.0	3	
KIT-Department of Informatics Courses		passed ¹			3/11/2025	12.0	90.0	1 - 99	
M-INFO-103432 – KIT-Department of Informatics Courses	10	passed ¹			3/11/2025	12.0	90.0	1	
T-INFO-101336 – Formal Systems Formal Systems	1			1	2/28/2025	0.0	6.0	1	
T-INFO-102020 – Algorithms II Algorithms II	1	3.0	1		3/11/2025	6.0	6.0	1	
T-INFO-101530 – Programming Paradigms Programming Paradigms	1					0.0	6.0	1	
T-INFO-101968 – Software Engineering I	1					0.0	6.0	1	
T-INFO-112750 – Digital Games	1					0.0	6.0	1	
T-INFO-112751 – Digital Games Pass	1					0.0	0.0	1	
T-INFO-103235 – Theoretical Foundations of Computer Science Theoretical Foundations of Computer Science	1	3.7	1		2/26/2025	6.0	6.0	1	
T-INFO-112818 – IT Security IT Security	2					0.0	6.0	1	
Other KIT-Departments Courses and Interdisciplinary Qualification						0.0	90.0	1 - 99	
M-INFO-103433 – Other KIT-Departments Courses and Interdisciplinary Qualifications	7					0.0	90.0	1	
T-MATH-102242 – Numerical Mathematics for Students of Computer Science	4					0.0	4.5	1	

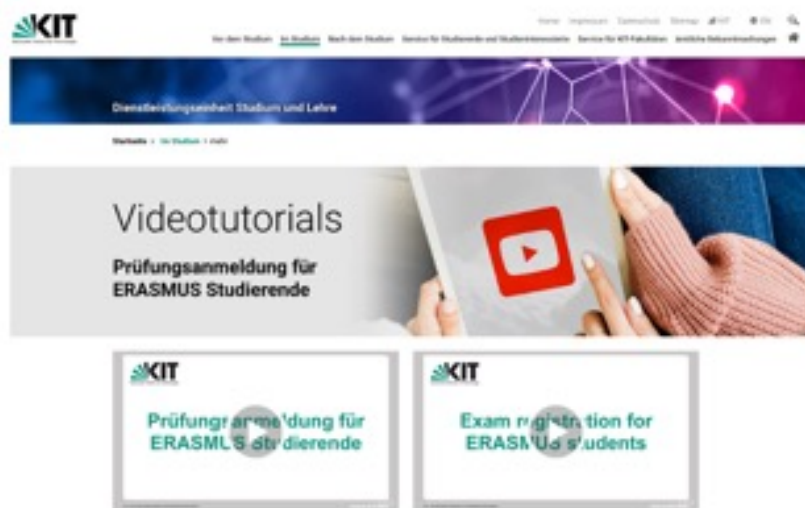
Departmental Coordinator Contact Information

If you need support with exam registration, please contact your departmental coordinator at KIT or visit the webpage of the Department of:

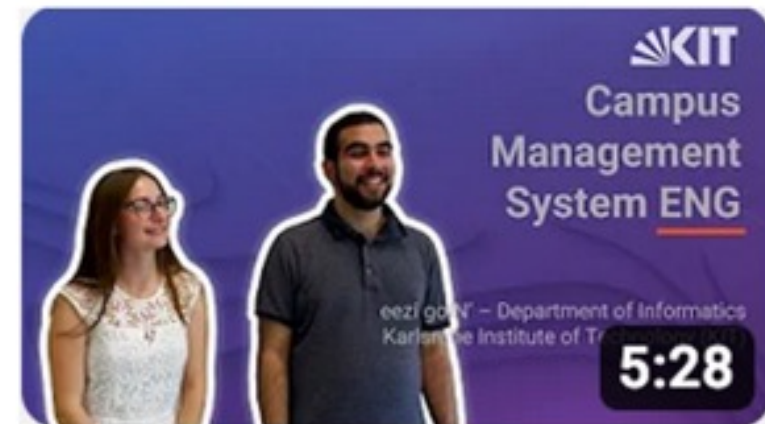
- ARCH at <https://www.arch.kit.edu/english/studium-und-lehre/4112.php>
- BGU at <https://www.ifh.kit.edu/english/1843.php>
- CIW at <https://www.ciw.kit.edu/english/2323.php>
- ETIT at <https://www.etit.kit.edu/english/index.php>
- INFO at <https://www.informatik.kit.edu/english/exchange.php>
- MACH at <https://www.mach.kit.edu/english/2580.php>
- WIWI at <https://www.wiwi.kit.edu/english/IncomingFAQ.php>

Registering for exams: Resources

- Videos



<https://www.sle.kit.edu/english/imstudium/8998.php>



<https://www.youtube.com/watch?v=YUMYxAS-vrc&list=PL22ZNLSoHCRELZ8un7100bsaBfMvX4Yy6&index=2>

PREPARING FOR EXAMS

Preparing for your Exams

Old exams (Fachschaft/ institute website / ILIAS)

revise and practice worksheets

summary of the course content

Read the script / slides

Informatics old exams

- Get previous exams at the Fachschaft
 - Some are available via KIT-VPN
 - Select them on the website and get them printed
- <https://exams.fsmi.org/odie/web/>
- Some solutions are not officially available → ask Fachschaft

FSMI (Fachschaft Mathematik/ Informatik)



They are the informatics students representative body provides assistance and various services including [sells copies of old exams](#), [advising](#) answer queries and advice regarding the major, social activities and chance to [connect with other students](#) in your major ect...

Location: [Building 50.34](#), Room -124 (cellar)

Website <https://www.fsmi.org/en/offers/international-students/>

FAQ: <https://o-phase.com/en/ss25/faq/>

E-Mail: international@fsmi.org

Remember that FSMI also has great information materials about exams on their website and under Publications, such as [Study Program Information Computer Science M.Sc.](#) , [FAQs](#) and good explanation and overview to academic structure of major and [IMAMA \(International Master Mathematics\) Handbook](#)

Fachschaft

- BAU at <https://www.fs-bau.kit.edu/>
- CHEMBIO at <https://www.fschembio-kit.de/>
- ETIT at <https://fs-etit.kit.edu/>
- MACH/CIW at <https://www.fs-fmc.kit.edu/>
- WIWI at <https://fachschaft.org/>

If you are in a different department the check out Information to your **Fachschaft on the AStA at KIT** website!

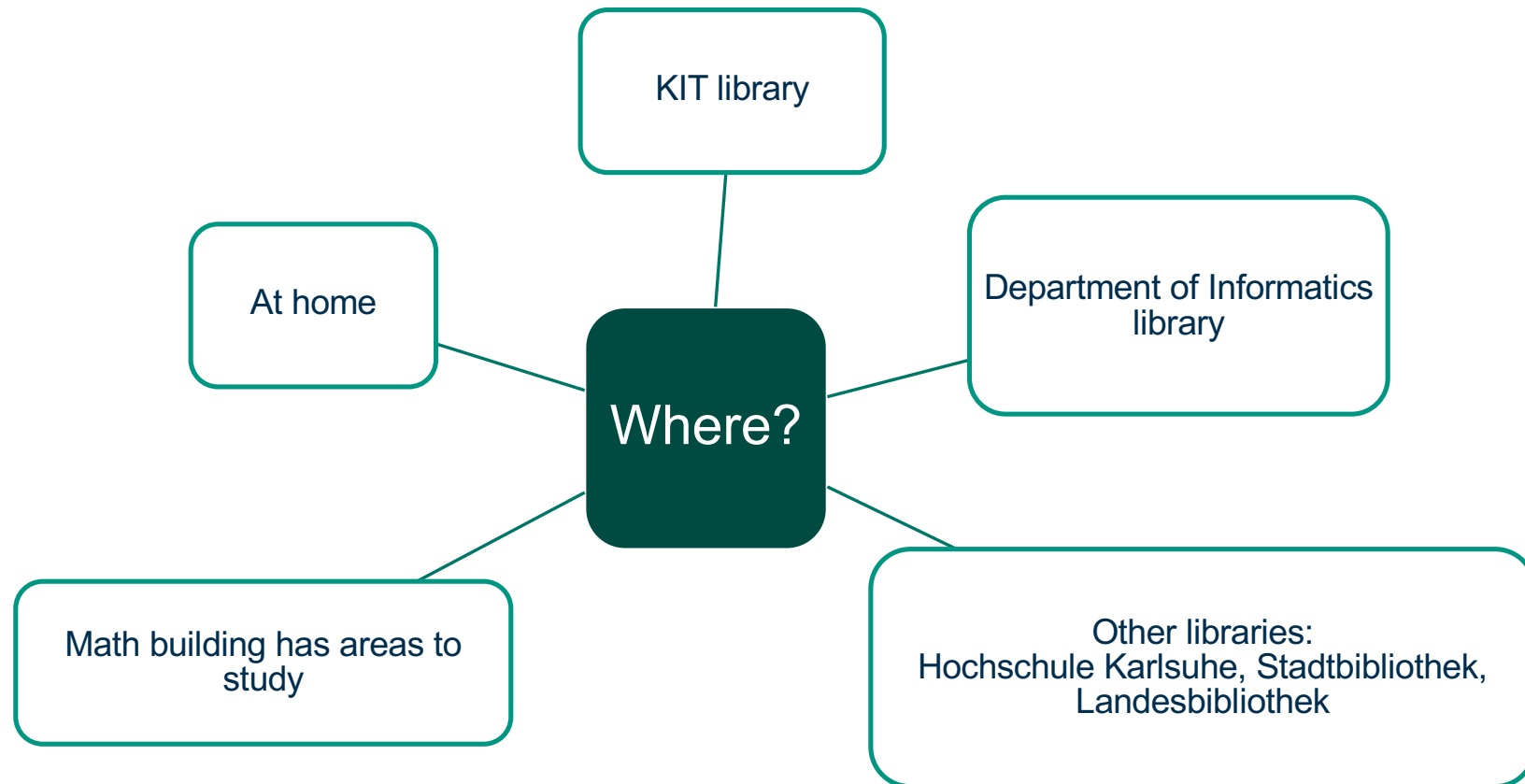
Tips for the exam phase: KIT Mathe Info Discord

- Additional material for the lectures and exams
 - Anki decks
 - Experiences and tips from students from higher semesters
- Opportunity to ask questions



[KIT Mathe/Info Discordserver](#)

Tips for the exam phase: Location, location, location



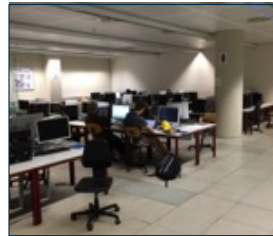
Tips for the exam phase: Places to Study



50.19 InformatiKOM



50.34 Informatics Library



50.34 ATIS Studyroom and Computer Lab



KIT Main Library



30.46 Chemistry Building



Computer Lab SCC



20.30 Maths Building



40.50 MINT Kolleg



30.28 Lernzentrum am Fasanenschlösschen

























Badische Landesbibliothek (State Library)



Tips for the exam phase: Seatfinder

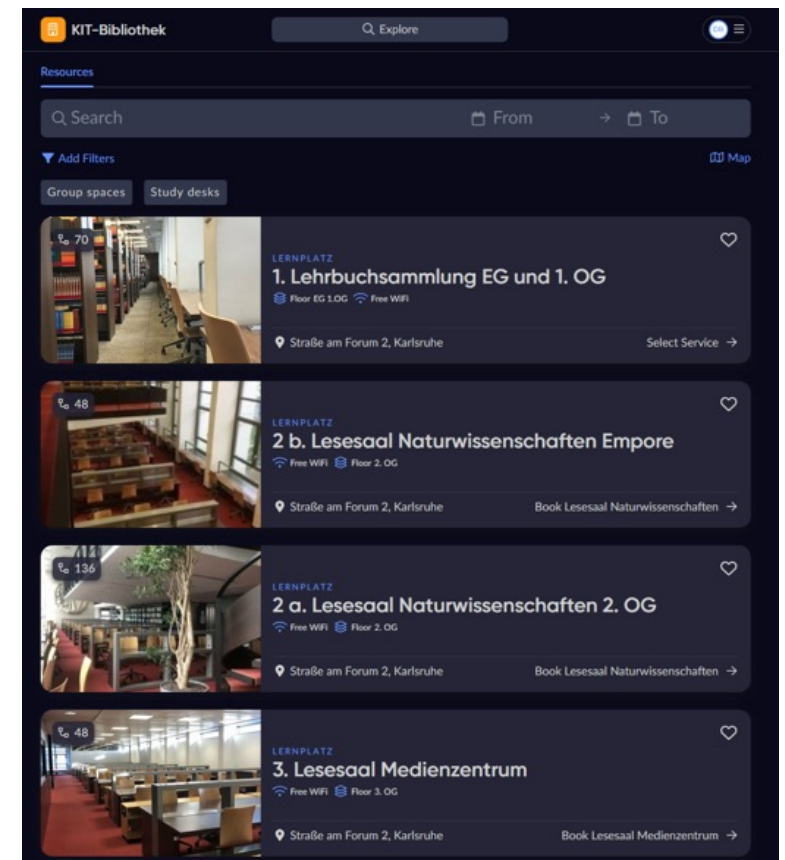
<https://www.bibliothek.kit.edu/freie-lernplaetze.php>

Lage und Bereich	Belegt Frei	Geöffnet*
 KIT-Bibliothek Süd und KIT-Bibliothek Nord		
Lesesaal Geisteswissenschaften 3. OG Neubau	  	24/7
Lesesaal Medienzentrum 3. OG Altbau	  	24/7 mit Reservierung eines Zeitslots
Lesesaal Technik 2. OG Neubau	  	24/7
Lesesaal Naturwissenschaften 2. OG Altbau	  	24/7 mit Reservierung eines Zeitslots
Lesesaal Wiwi und Informatik 1. OG Neubau	  	24/7
Lehrbuchsammlung EG/1. OG Altbau	  	24/7 mit Reservierung eines Zeitslots
KIT-Bibliothek Nord**	  	Mo-Fr 9-12, 13-15

Tips for the exam phase: Reserve a study room

<https://www.bibliothek.kit.edu/arbeitsplatzreservierung.php>

- You can reserve study rooms to study together with fellow students



Tips for the exam phase: HoC-Lernlabor

- Resources regarding Learning and work techniques



Organisieren und Planen	Recherche und Textbearbeitung	Struktur und Gedächtnis	Motivation und Selbstregulation	Entspannung und Bewegung
To Do-Liste, Tagesplan, Masterplan erstellen	Internetrecherche (Suchmaschinen)	Mind-Mapping	Selbstmotivierung	Bewegung und Lernen
Meilensteinplanung	Kooperatives Lesen	Strukturlegetechnik	Pomodoro Technik	Bewegungspausen gestalten
Planung mit der ALPEN-Methode	Markierungstechniken	Lernposter erstellen	Prokrastination Selbsttest	Jonglage
Planung mit dem Kanban-Kalender	Lesetechniken	Mnemotechnik: Schlüsselwort-Methode	Aufschiebetagebuch führen	Stressbewältigung
Prioritäten setzen mit der Eisenhower-Matrix	Lesemethode PQ4R (für komplexe Texte)	Mnemotechnik: Zahlentafel/Gedächtnistafel	Umgang mit Lampenfieber	Entspannungsübungen
SMARTe Lernziele setzen	Speed Reading/ Schnelles Lesen (Selbsttest)	Mnemotechnik: Akronyme	Survival Guide Prüfungsangst	Achtsamkeit
Pausenplanung		Mnemotechnik: Loci-Methode	Survival Guide Gruppenarbeit	Powernapping
Lernplan erstellen		Mnemotechnik: Karteikarten-Methode	Umgang mit Erfolg und Misserfolg	
Lerntagebuch schreiben		Vorlesungsmitschrieb, Vor- und Nachbereitung	Emotionsregulation: Das ABC-Schema	
Der häusliche Arbeitsplatz		Vorlesungsmitschrieb: Cornell Methode	Ressourcen aktivieren	
Strukturiert im Homeoffice		Deep Work	Selbstregulierung mit der Affektbilanz	
Survival Guide Prüfungsphase		Hubschrauber-Landkarten-Methode	Selbststeuerung mit dem Wenn-Dann-Plan	

General overview to what techniques might help with various learning challenges

- Procrastination Accountability-Buddy, Divide & Conquer, Distraction Blocking
- Getting started Time Blocking, make a schedule/time plan, Change study location
- Lack of discipline Deadlines, ToDo-Listen, Time Blocking, develop helpful habits
- Prioritization Eisenhower-Matrix, Distraction Delay
- Exam anxiety Breathing exercises, simulate exams, reflection positive thinking
- Perfectionism Pomodoro, 80:20 Method, Reflection
- Inefficiency Feynmann-Method, Reflection, Kolb's Learning Cycle
- Lack of Concentration Distraction Delay, Change study location, Take a break, Reboot
- Comprehension Active Recall, Study Group, Research, Feynmann-Method

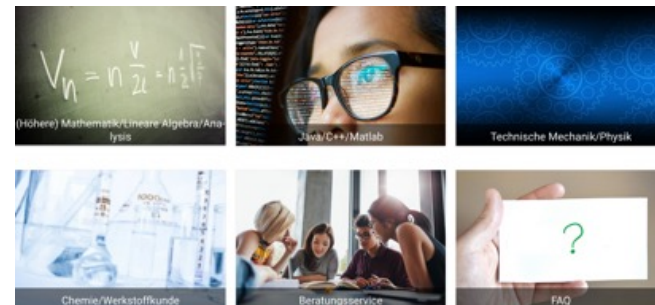
Tips for the exam phase: Study Supprt Resources

- **MINT-Kolleg:** Pre-semester courses,, helpdesk, advanced courses

- semester courses

- Resources can be used in the Ilias course, even if you do not have a place on the course

- Aufbaukurs

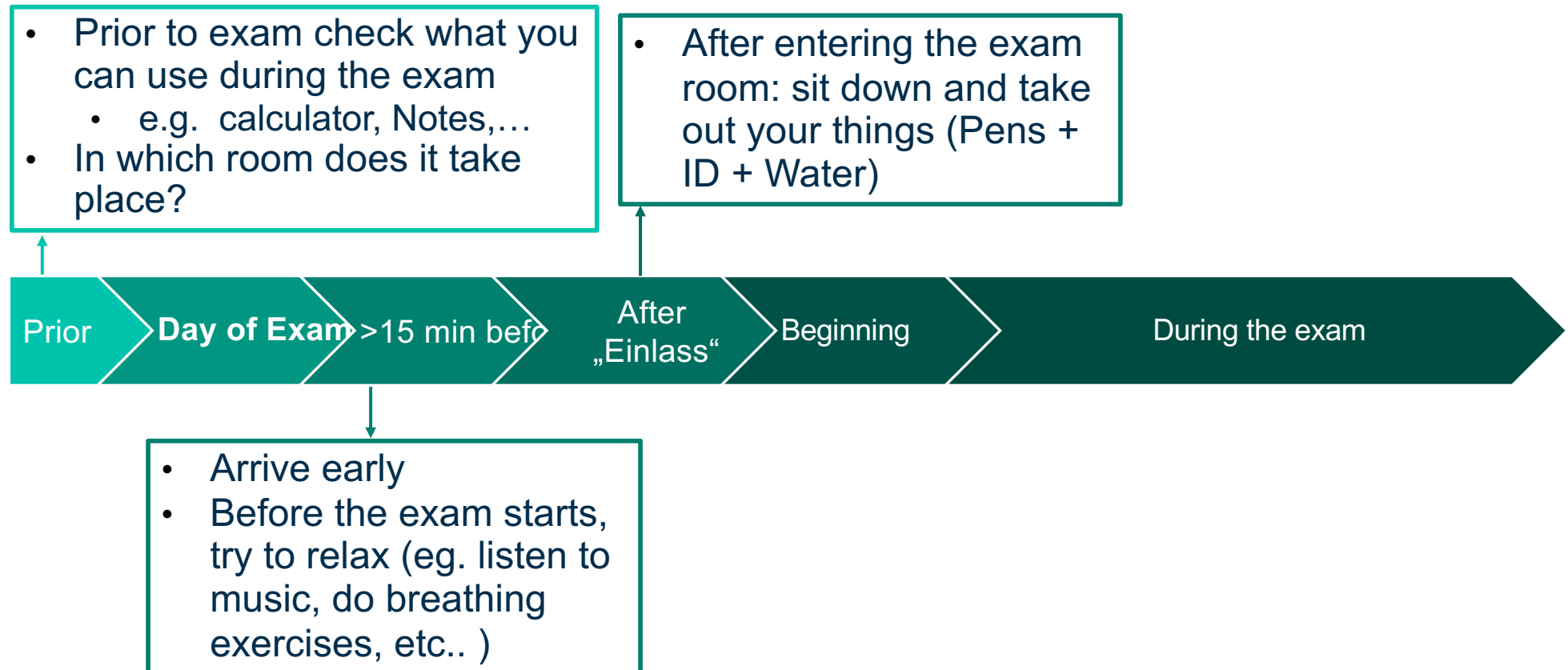


- **fuks:** "Hochschulgruppe" Student Club, fellow students organizing and offer crash courses for various Modules

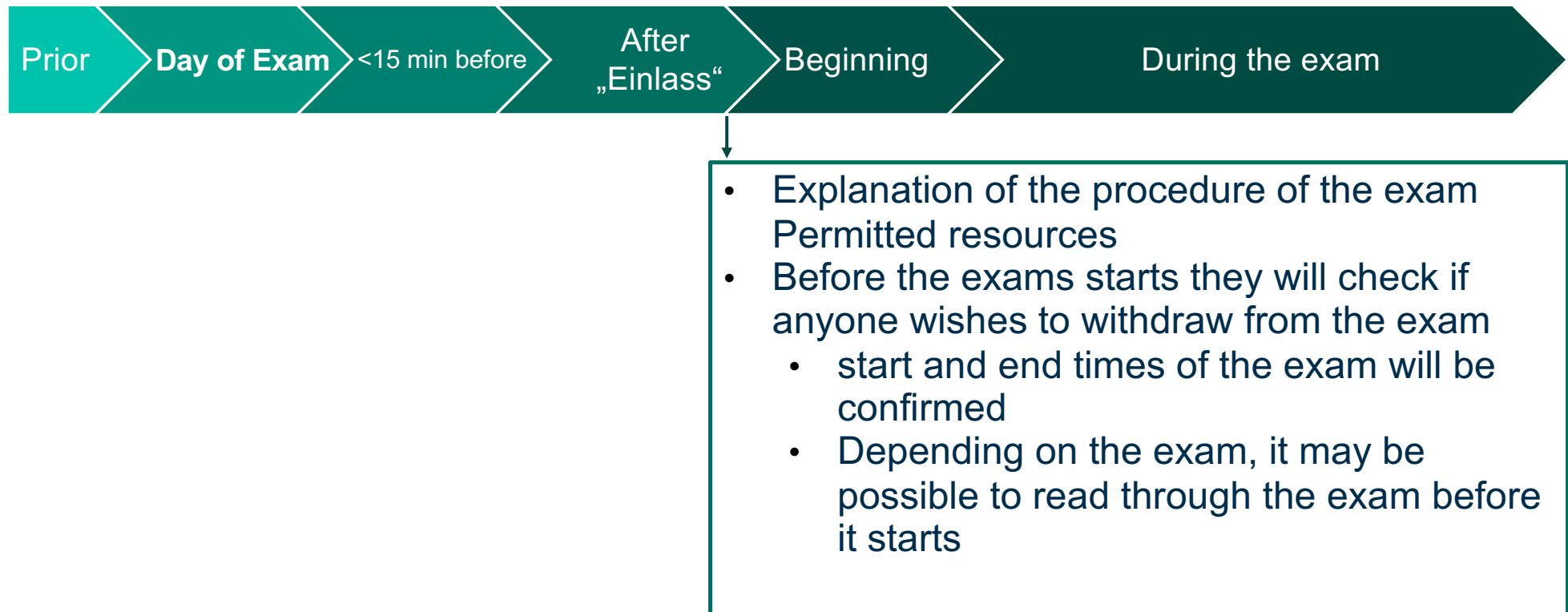


HOW AN EXAM IS STRUCTURED

Written Exam structure



Written Exam structure



Written Exam structure



- Student-ID checked during exam
- Exams are stapled - leave them that way
- If a task is unclear:
 - ask supervisors
 - write up assumptions and continue
- Mark incomplete questions / exercises
- 1,0 may be possible, even if a person has not correctly answered 100% the exam questions
- First, get the easy points, then try the harder tasks
- Always try to write something down: „Educated Guess“ (potentially some points) better than nothing (guaranteed no points)

Oral / Verbal Exams

- Registration: Email + CMS
- In which room does it take place?



- Be there on time (early)
- Professor lets you know that you can come in
- Student-ID will be checked
- Exam begins, questions tend to be easier at the beginning (warm up) and become more difficult
- At the end: professor ask you to step out of the room, they discuss the grade and call you in to tell you the results

Exams - Tips

- The **final lecture** often includes **valuable tips** or **remarks** for the exam.
 - However, the **actual last session** might **not match** the one listed in the calendar.
 - Professors sometimes **cancel the final week** to give you time for exam preparation.
 - So make sure to attend the **last *actual* lecture!**

Department of Informatics YouTube - playlist

„Studieren leicht gemacht“:

<https://www.youtube.com/playlist?list=PL22ZNLSoHCRELZ8un710ObsaBfMvX4Yy6>



**eezi-goIN' Info-Bits Folge 11:
"Klausurvorbereitung (Ablauf)"**

KITinformatik • 413 Aufrufe • vor 4 Jahren



**eezi-goIN' Info-Bits Folge 7: "Ablauf einer
Klausur"**

KITinformatik • 419 Aufrufe • vor 4 Jahren

After the exam

Prüfungseinsicht – Exam Inspection/review

- After completion of the examination normally after the grade has been announced, you are able to attend a „**Prüfungseinsicht**“
- In most cases, the examiners will inform students of the date
- You should ask if you are allowed to take notes during the inspection
- If you find any points that you think have not been corrected correctly, you can raise specific and comprehensible points and the examiners will then deal with them

We recommend that you always attend these sessions, as it helps you to understand your mistakes, as well as your overall comprehension of the Models content and from where you can continue to build your comprehension and application of the knowledge.

What happens if an exam is failed?

- Each examination can be repeated once
 - For each written exam there is a second attempt to write it
 - Another attempt to write the exam must take place within four semester
 - If “2 attempt” is failed there is an oral re-examination
 - oral re-examination, which can only be graded as pass or fail (pass= 4,0 - fail= 5,0)

- “Zweitwiederholung”
(*for Orientierungsprüfungen
this is not applicable!)



- *Exchange students: you have to be matriculated for the semester it takes place, this means you need to talk with IStO and the KIT Department

**CONTINUING NEXT
SEMESTER TO
STUDY AT KIT**

Continuing next semester to study at KIT

If you intend to enroll at KIT in Winter semester you must Register to return!

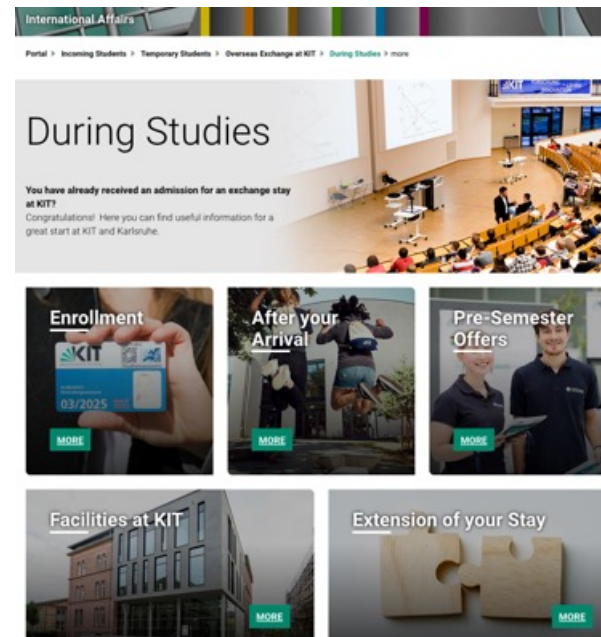
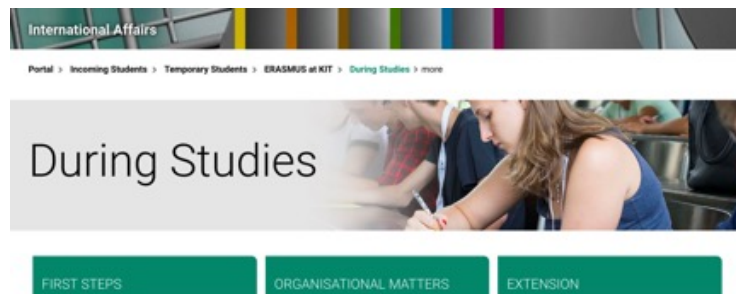
- **Re-enrollment**

- All students need to register to in order to be able to continue studying next semester
 - Students who do not register will be automatically exmatriculated for KIT
- **Time period to re-enroll for Summer semester 01.07. – 15.08.**
- Additional Information: <https://www.informatik.kit.edu/faq-wiki/doku.php?id=rueckmeldung>

Continuing next semester to study at KIT

<https://www.intl.kit.edu/istudies/13392.php>

- If you are a Exchange student and had intended to only study one semester at KIT, but now would like to stay another semester are interested



Exchange students :

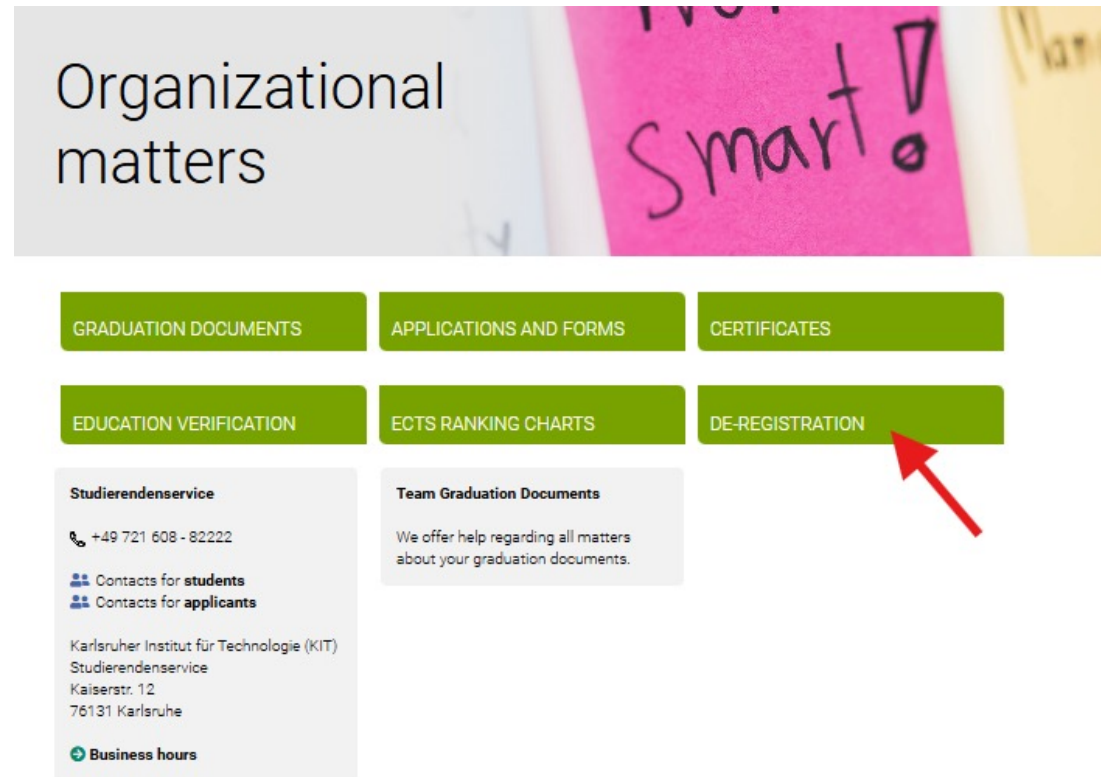
Continuing next semester to study at KIT

- **Extention of your Stay**
- In certain cases, you might be able to **extend your stay!**
 - Contact Interantional Student Office
 - a. your stay as an exchange student at KIT cannot exceed 3 semesters in total (ERASMUS + Free Mover)
 - b. you cannot receive an ERASMUS study grant for longer than a year
 - c. you need to stay enrolled at your home university
 - d. you will need to ask at your university, if you will receive further funding
 - e. you will not be able to graduate from KIT and
 - f. you will have to pay the semester contribution at KIT
 - g. For more infomation please contact IStO

WITHDRAW (DEREGISTER) FROM KIT

Withdraw (deregistraion) from KIT

<https://www.sle.kit.edu/english/nachstudium/6545.php>



Withdraw from KIT

Withdrawing from KIT?

- To withdraw / “*deregistration*” from KIT complete the form “Application to Withdraw” and submit it to SLE via Campus Management Portal
- If you are no longer in person in Karlsruhe, you can also authorize someone to carry out the procedure for you

Withdraw (deregistration) from KIT

The screenshot displays the 'Campus Management for Students' interface. The top navigation bar includes the KIT logo, a header banner, and filters for 'Term' (Summer 2025) and 'Study Prog.' (Informatics / Computer Science Bachelor 20). A search bar is also present. On the left sidebar, the 'Requests' menu item is highlighted with a red box and a red arrow. The main content area, titled 'Requests', contains four service tiles. The first tile, 'Disenrollment', is highlighted with a red box and a red arrow. It includes an icon of a door with an arrow and text explaining the process for students who do not wish to continue their studies. The other tiles are 'Refund of fees' (with a Euro coin icon), 'Leave of absence' (with a door icon), and 'Changes to Personal Data' (with a person and pencil icon).

KIT
Karlsruhe Institute of Technology

Campus Management for Students

Term: Summer 2025 | Study Prog.: Informatics / Computer Science Bachelor 20 | Search: All objects | Enter search term...

Homepage
Requests
Notices Inbox
› Certificates
› Re-Registration
› Study Program Structure
› Personal Information
› Examinations
› Events
FAQ

Requests

Disenrollment
If you do not want to continue your studies for specific reasons, you can de-register here. If you have already been exmatriculated ex officio, you may access the discharge procedure here.

Refund of fees
Request a refund of overpaid fees here.

Leave of absence
If you are not able to continue your studies due to an important reason, you can request a semester for leave of absence here.

Changes to Personal Data
If your personal data has changed, please let us know here.

Withdraw (deregistration) from KIT

Homepage

Requests

Notices Inbox

› Certificates

› Re-Registration

› Study Program Structure

› Personal Information

› Examinations

› Events

FAQ

Disenrollment

Information


If you wish to de-register on your own, please use the request for disenrollment. A disenrollment can be requested for the current date or for the end of the current semester, but not backdated.


After verification and approval of your request, the de-registration will be performed and is then effective. Afterwards, you will receive your disenrollment statement.

You may start the discharge procedure via the request for disenrollment.


Proper deregistration is only possible if you have received the necessary discharge notes from the relevant authorities for your degree program. You can access the form for obtaining the discharge notes here: https://www.sle.kit.edu/dokumente/studserv/Entlastungsvermerke_Formblatt_engl.pdf

Requests

 No requests have been created yet.




Create new request
You wish to make a request and submit it to the Students Office.



Withdraw (deregistration) from KIT

KIT – Die Forschungsuniversität in der Helmholtz-Gemeinschaft



Karlsruher Institut für Technologie
Karlsruher Institut für Technologie (KIT)
DE Studium und Lehre
-Studierendenservice-
Kaiserstraße 12
76131 Karlsruhe

Discharge Notes for proper Deregistration

Degree Program: _____ Field of Study and final degree: _____
Family Name: _____
First Name: _____

Student ID Number: _____

Proper deregistration is only possible when the table below is filled out by the responsible offices as required (stamp and signature):

<input type="checkbox"/> KIT-Library (ALL except when changing degree program)	
<input type="checkbox"/> Institute where the Diploma / Bachelor / Master Thesis was prepared	
<input type="checkbox"/> Faculty Library / Institute Library (<u>only relevant for the listed programs</u> , also required when changing degree program, not when advancing from Bachelor to Master of the same degree program): Architecture, Art History, Chemistry/Teaching, Informatics, Information Engineering and Management, Information Systems, Mathematics/ Techno-Mathematics / Econo-Mathematics, Meteorology, (Geo-)Physics, Regional Sciences	
<input type="checkbox"/> Architecture / Art History: Faculty Secretary (not when advancing from Bachelor to Master of the same degree program Architecture: Building 20.40, Room 135 Art History: Secretary Art History)	
<input type="checkbox"/> Informatics/ Information Engineering and Management/ Information Systems: Return of keys (Building 50.34 Room 001 Monday, Wednesday to Friday 9 a.m. - 2 p.m.)	
<input type="checkbox"/> KIT-Card (ALL except when changing degree program) Building 10.11, Room 214 Monday to Friday 09 a.m. – 12 p.m., Monday to Thursday 1 p.m. – 3 p.m.	

Withdraw (deregistration) from KIT

Disenrollment

Information

If you wish to de-register on your own, please use the request for disenrollment. A disenrollment can be requested for the current date or for the end of the current semester, but not backdated.

After verification and approval of your request, the de-registration will be performed and is then effective. Afterwards, you will receive your disenrollment statement.

You may start the discharge procedure via the request for disenrollment.

Proper deregistration is only possible if you have received the necessary discharge notes from the relevant authorities for your degree program. You can access the form for obtaining the discharge notes here: https://www.sle.kit.edu/dokumente/studserv/Entlastungsvermerke_Formblatt_engl.pdf

Requests

No requests have been created yet.

Create new request
You wish to make a request and submit it to the Students Office.

Withdraw (deregistration) from KIT

Fill in the „reason for request“ to the best of your ability

Disenrollment

[Back](#)

Enter and edit your request [Help](#)

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Select reason for request

* Reason for request

Disenrollment due to conscription for military or civilian service

Disenrollment due to other reasons

Disenrollment due to change of university

Disenrollment due to final termination of studies

Disenrollment termination of studies after examination

Disenrollment due to interruption of studies

[Back](#)

© HISinOne is a product of HIS eG

Withdraw (deregistration) from KIT

Upload the signed „Discharge Note“

Enter and edit your request Help

Hints
Article 62 (5) of the Act of Baden-Württemberg on Universities and Colleges (LHG): Students must have paid all fees and charges in connection with their studies. Only then can they be issued notifications of exammatriculation and awarded the examination certificate. Exmatriculation as of a date other than that of the end of the semester requires an important reason. For proof, you may upload your employment contract / plane or train ticket / application for an extension of your visa for seeking work / application for unemployment or an appointment with the Labor Agency / communication with your health insurance company / acceptance as a doctoral candidate. Proper deregistration is only possible if you have received the necessary discharge notes from the relevant authorities for your degree program. You can access the form for obtaining the discharge notes here: https://www.stk.kit.edu/dokumente/students/Entlastungsformeliste_Fachblatt_End.pdf

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Reason

Reason for request:

Enter data

Please specify semester and date on which you would like your disenrollment to become effective.

* Disenrollment period:

* Disenrollment date:

Attach verification documents

Please upload the required verifications/documents.

* Form for discharge acknowledgements:

Proof of deregistration if the date of deregistration differs from the end of the semester:

Comment for Request

Here you can store information that is important for the request and the university.

Comment:

Withdraw (deregistration) from KIT

- Plan enough time for your deregistration
- It may take a couple of days to get stamps from different departments
- You may need to contact people for appointments
- Some offices are only open twice a week

Withdraw (deregistration) from KIT

What happens if I do not withdraw from KIT?

⇒ Your official certificates are blocked until you properly withdraw
e.g. such as your ToR

Before your departure
from Karlsruhe

Deregistration at the Citizen Offices

- Contact is IStO
- Before your departure for home, you should notify the local authority of your residential town (e.g. Karlsruhe) that you are leaving Germany
 - This can be easily done at the “Bürgerbüro” responsible for the district you live in
 - Detailed information about the services of Karlsruhe's public authorities can be obtained at 115, Karlsruhe's public authorities' hotline 115
 - Information: <https://web1.karlsruhe.de/service/Buergerdienste/leistung.php?id=6000874>

TRANSCRIPT OF RECORDS (TOR)

TRANSCRIPT OF RECORDS (TOR)

- Here is an example of a Transcript of Records

KIT
Karlsruhe Institute of Technology

Business Unit Studying and Teaching
Students Office
Kaiserstr. 12
76131 Karlsruhe
Germany

Registered, Passed and Failed Courses

Date of issue: 06/25/2025
Student ID: [REDACTED]
Date of birth: [REDACTED]
Place of birth: [REDACTED]
Start of studies: 10/01/2024
Full study semester: 2

Achievement	Status	Grade	Attempt	Date	CP out
96-079-H-0 – Informatics / Computer Science - Non-degree Studies (Degree Abroad)	NC	pa	1	03/11/2025	12.8
KIT-Department of Informatics Courses	NC	---	---	03/11/2025	12.8
Module M-INFO-103432 – KIT-Department of Informatics Courses	NC	pa	1	03/11/2025	12.8
T-INFO-101336 – Formal Systems	FA	5.0	1	02/28/2025	0.0
T-INFO-102020 – Algorithms II	FA	5.0	1	03/11/2025	0.0
T-INFO-101530 – Programming Paradigms	FA	5.0	1	03/11/2025	0.0
T-INFO-101968 – Software Engineering I	FA	5.0	1	03/11/2025	0.0
T-INFO-112750 – Digital Games	FA	5.0	1	03/11/2025	0.0
T-INFO-112751 – Digital Games Pass	FA	5.0	1	03/11/2025	0.0
T-INFO-103235 – Theoretical Foundations of Computer Science	FA	3.7	1	02/26/2025	6.0
T-INFO-112818 – IT Security	FA	5.0	1	03/14/2025	0.0
Other KIT-Departments Courses and Interdisciplinary Qualification	NC	---	---	---	0.0
Module M-INFO-103433 – KIT-Department of Informatics Courses and Interdisciplinary Qualification	NC	---	---	---	0.0
T-MATH-102242 – Numerical Analysis for Students of Computer Science	NC	---	---	---	0.0

Grading Scale

Grade	Grade Points
1.0 (1.0)	1.0
2.0 (2.0)	2.0
3.0 (3.0)	3.0
4.0 (4.0)	4.0
5.0 (5.0)	5.0
6.0 (6.0)	6.0
7.0 (7.0)	7.0
8.0 (8.0)	8.0
9.0 (9.0)	9.0
10.0 (10.0)	10.0

Summary

06/25/2025

KIT – The Research University in the Helmholtz Association

How do I get my Transcript of Records (ToR)

- You can download your ToR up to six months after you have withdrawn from KIT from your student portal account
- If it is more than six months after withdrawing from KIT Contact SLE-Student services

ToR: Within the first six months

- Please click on „Certificates“ and then on „Grade Table“

Transcript of
records (ToR)



KIT
Karlsruhe Institute of Technology

Campus Management for Students

Term: Winter 24/25 Study Prog.: Not logged in Search: All objects Enter search term...

Homepage
FAQ
• Events
• Examinations
• Study Program Structure
• Re-Registration
• **Certificates**
 Study Certificates
 Grade Table
 Course of Study
 Certificates for all Semesters
 Verification of Certificates
• Requests

Certificates

In the section "Certificates" you have the possibility to open or save various certificates as PDF documents.

Study Certificates

Here you will find all study certificates (including KVV and BAföG certificates) for the current and previous semesters. You can download already created certificates again or create new certificates.

When creating new certificates, please first check whether the correct degree program and semester for which you want to create the certificate are selected in the top bar.

Please note: For the submission to the BAföG office, no stamp of the student service is required on the title management certificate!

Grade Table

On this page you will find a list of grades for your degree programs. If you are or have been enrolled in more than one degree programs, select the desired degree program using the selection field next to the semester selection (top right).

If your grades are not listed in your grade table, please contact the examiner responsible so that he can arrange for your grades to be credited.

Course of Study

Here you can view the current course of studies for your degree programmes.

Verification of Certificates

You can check the validity of existing statements using the verification key printed on them. This function is also available

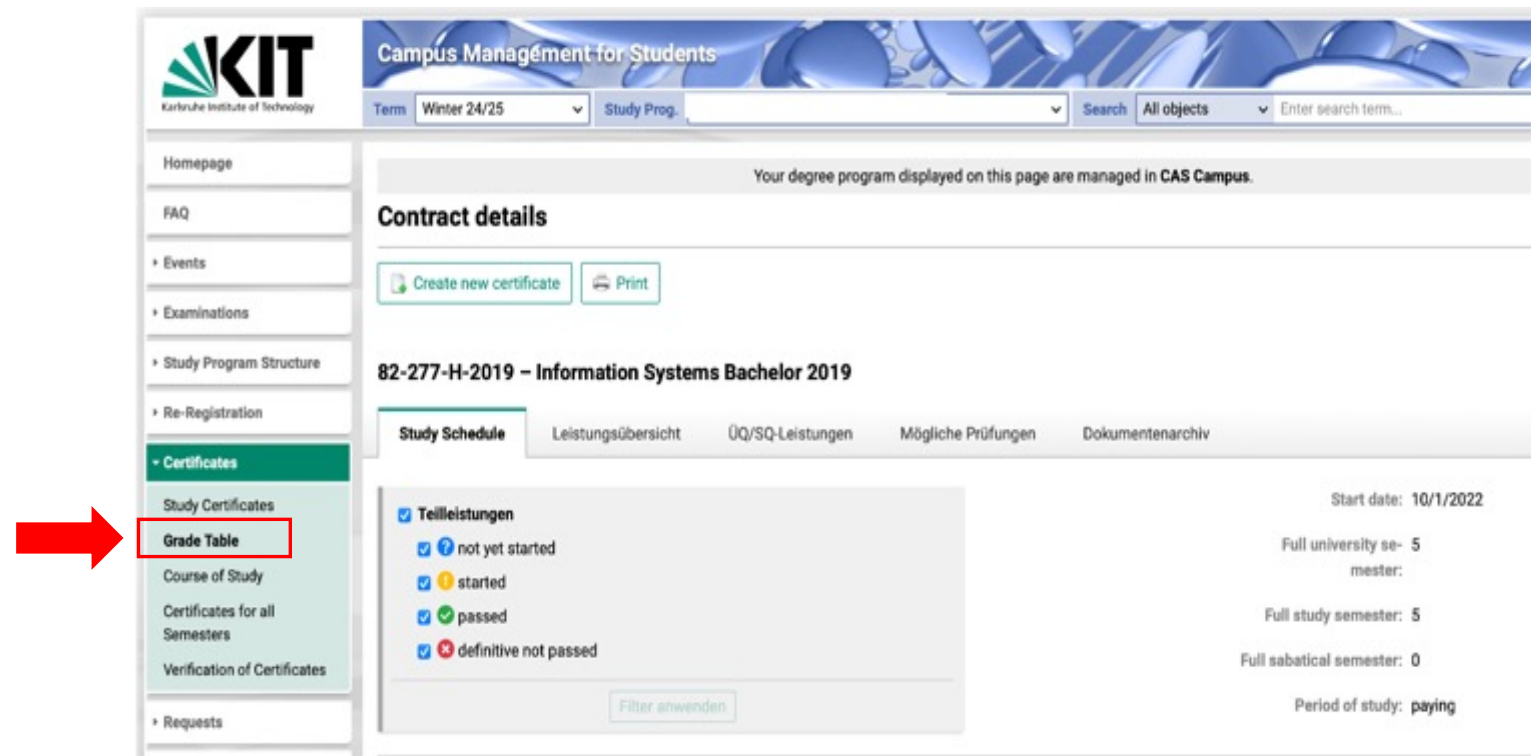
Where can I find more certificates?

In addition to the certificates that you can download from the portal itself, there are **certificates** that can be issued by the Student Service by request. Please note that the issue of individual certificates takes several working days and that you should therefore make the appropriate enquiries in advance.

In addition, you can download further **applications and forms** as PDF documents and fill them in computer-aided (e.g. exmatriculation, leave of absence, refund of fees).

ToR: Within the first six months

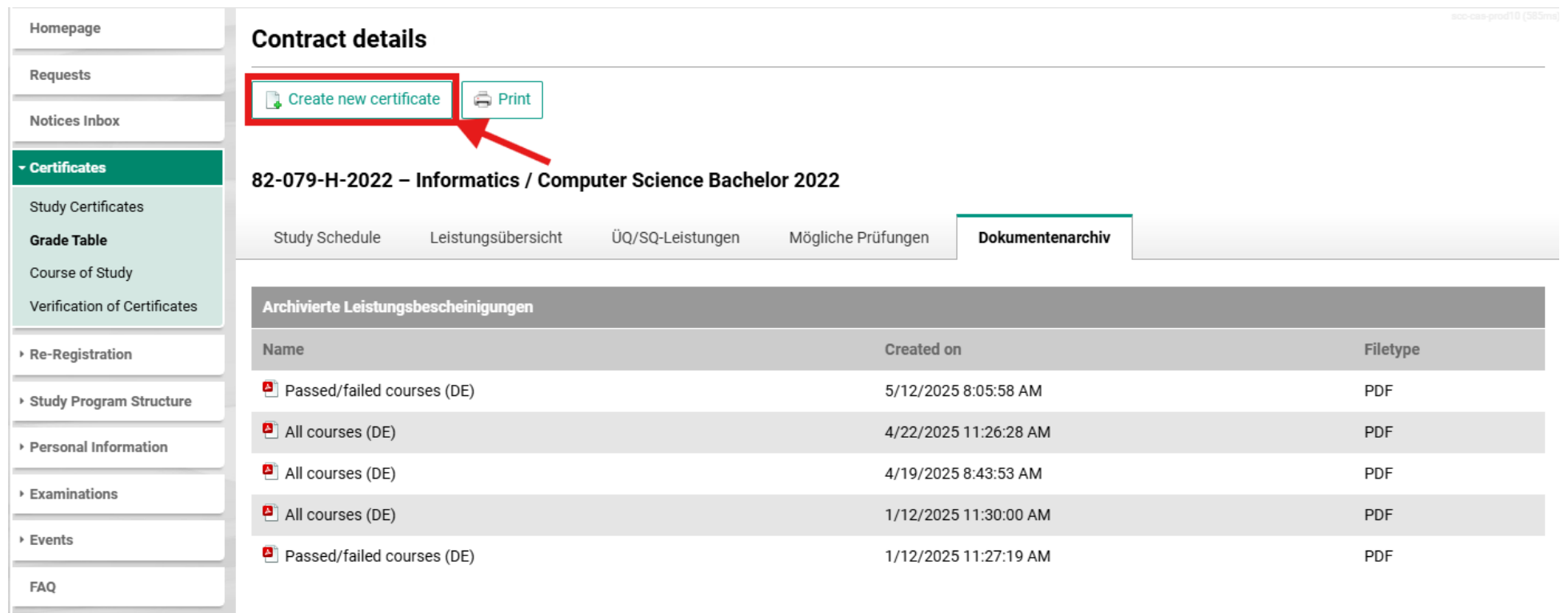
- Select “*Grade table*” and create a new certificate



The screenshot shows the 'Campus Management for Students' interface. The left sidebar contains a menu with the following items: Homepage, FAQ, Events, Examinations, Study Program Structure, Re-Registration, Certificates (highlighted), Study Certificates, Grade Table (highlighted with a red box and a red arrow), Course of Study, Certificates for all Semesters, Verification of Certificates, and Requests. The main content area displays 'Contract details' for '82-277-H-2019 – Information Systems Bachelor 2019'. It includes buttons for 'Create new certificate' and 'Print'. Below this, there are tabs for 'Study Schedule', 'Leistungsübersicht', 'ÜQ/SQ-Leistungen', 'Mögliche Prüfungen', and 'Dokumentenarchiv'. The 'Study Schedule' tab is active, showing a list of 'Teilleistungen' (partial performances) with checkboxes for 'not yet started', 'started', 'passed', and 'definitive not passed'. A 'Filter anwenden' button is at the bottom of this list. On the right side, there is a summary of study progress: Start date: 10/1/2022, Full university semester: 5, Full study semester: 5, Full sabbatical semester: 0, and Period of study: paying.

ToR: Within the first six months

- Select “*Grade table*” and create a new certificate








Contract details

Create new certificate Print

82-079-H-2022 – Informatics / Computer Science Bachelor 2022

Study Schedule Leistungsübersicht ÜQ/SQ-Leistungen Mögliche Prüfungen Dokumentenarchiv

Archivierte Leistungsbescheinigungen

Name	Created on	Filetype
 Passed/failed courses (DE)	5/12/2025 8:05:58 AM	PDF
 All courses (DE)	4/22/2025 11:26:28 AM	PDF
 All courses (DE)	4/19/2025 8:43:53 AM	PDF
 All courses (DE)	1/12/2025 11:30:00 AM	PDF
 Passed/failed courses (DE)	1/12/2025 11:27:19 AM	PDF

ToR: Within the first six months

- While creating your certificate please select all the data necessary:
 - Form
 - Included courses
 - Language

Your degree program displayed on this page are managed in **CAS Campus**.

Create new certificate

Bitte wählen Sie die folgenden Optionen für die Bescheinigung aus und klicken Sie auf die Schaltfläche "Erstellen" oder brechen Sie den Vorgang mit "Abbrechen" ab:

Degree Program: 82-277-H-2019 – Information Systems Bachelor 2019

Type of certificate:

Included courses: ☐ Passed courses
☐ Passed/failed courses
☐ All courses

Language: ☐ german
☐ english

ToR: Within the first six months

- At the end please click on „Create“. Then your certificate has been successfully created and will be downloaded

Homepage

FAQ

Events

Examinations

Re-Registration

Certificates

Study Certificates

Grade Table

Course of Study

Certificates for all Semesters

Verification of Certificates

Personal Information

Contact

Your degree program displayed on this page are managed in **CAS Campus**.

Contract details (920)

Create certificate Print

Bescheinigung erstellt
Die Bescheinigung "All courses" wurde erfolgreich erstellt. Die Bescheinigung wird jetzt heruntergeladen...
[Klicken Sie hier, falls der Download nicht automatisch starten sollte.](#)

88-079-H-2015 - Informatics / Computer Science Master 2015

Study Schedule Leistungsübersicht Mögliche Prüfungen Bescheinigungen

Start date: 10/01/2017

Teilleistungen

- ☒ not yet started
- ☒ started
- ☒ passed
- ☒ definitive not passed

Full university semester: 5

Full study semester: 5

Full sabbatical semester: 0

Period of study: paying

Filter anwenden

Personal Study Schedule View

Informatik, Master (920) Modules Bricks

Title (with Identifier)	Type	Status	Grade	Date	CP cur.	CP req.	Sem
-------------------------	------	--------	-------	------	---------	---------	-----

ToR: Within the first six months

- In “Dokumentenarchiv” you can also see and download the previous generated certificates

The screenshot shows the KIT Campus Management for Students interface. The left sidebar contains a navigation menu with options like Homepage, FAQ, Events, Examinations, Study Program Structure, Re-Registration, Certificates, Requests, Personal Information, and Contact. The 'Certificates' section is expanded, showing sub-options like Study Certificates, Grade Table, Course of Study, Certificates for all Semesters, and Verification of Certificates. The main content area displays 'Contract details (2462655)' and '82-277-H-2019 – Information Systems Bachelor 2019'. Below this, there are tabs for 'Study Schedule', 'Leistungsübersicht', 'ÜQ/SQ-Leistungen', 'Mögliche Prüfungen', and 'Dokumentenarchiv', which is highlighted with a red box. The 'Dokumentenarchiv' tab shows a table of 'Archivierte Leistungsbescheinigungen' (Archived Performance Certificates) with columns for Name, Created on, and Filetype. The table lists several certificates for 'All courses' and 'All courses (DE)' with their creation dates and PDF filetypes.

Name	Created on	Filetype
All courses (DE)	11/18/2024 1:13:41 PM	PDF
All courses	11/9/2024 12:34:18 PM	PDF
All courses	11/4/2024 9:23:31 PM	PDF
All courses (DE)	9/23/2024 11:09:51 AM	PDF
All courses	9/11/2024 8:58:41 PM	PDF
All courses	9/8/2024 8:57:09 AM	PDF

ToR: more than the six months after withdraw

- https://www.sle.kit.edu/english/wirueberuns/studierendenservice_team5.php

Studierendenservice

We're here for you!

SERVICE POINTS


Contacts


Name		Aufgabengebiet	Raum
Cran, Jessica Case worker		A - Z	057 (Geb. 10.12)
Krause, Geoffrey Case worker		A - Z	057 (Geb. 10.12)
Celik-Kulaksiz, Ebru Case worker		A - Z	057 (Geb. 10.12)
Reinicke, Miriam Case worker		A - Z	057 (Geb. 10.12)



ToR: more than the six months after withdraw


- Please select on “You are a temporary student (e.g. ERASMUS+) at KIT?”


ANY QUESTIONS?


 Please also consider the information provided in the section **organizational matters**.


 Questions about your **graduation documents**?


 You are a temporary student (e.g. ERASMUS+) at KIT? 


CONTACT FORM 


 First name *

 Last name *

 E-Mail *

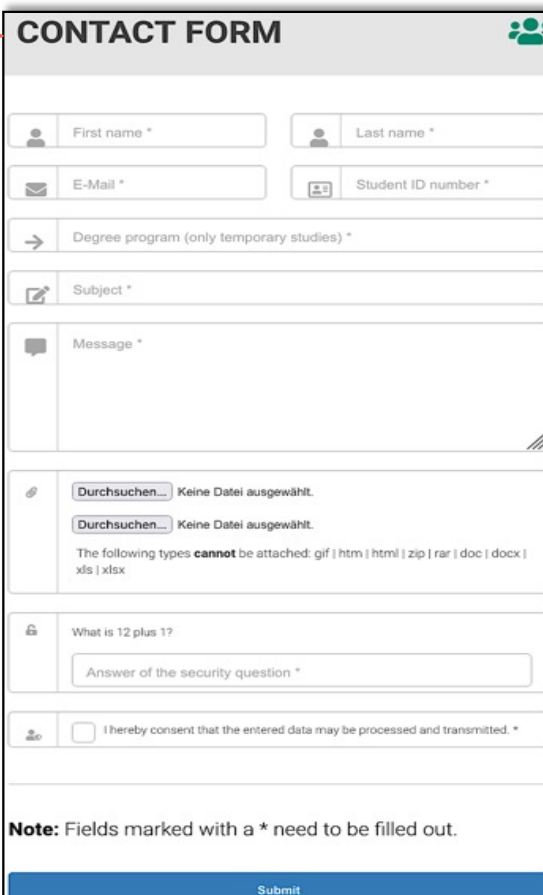
 Student ID number *

 Degree Program *

 Subject *

ToR: more than the six months after withdraw

- Please complete all required fields of the Contact Form and submit it



CONTACT FORM

First name * Last name *

E-Mail * Student ID number *

Degree program (only temporary studies) *

Subject *

Message *

Durchsuchen... Keine Datei ausgewählt.

Durchsuchen... Keine Datei ausgewählt.

The following types **cannot** be attached: gif | htm | html | zip | rar | doc | docx | xls | xlsx

What is 12 plus 1?

Answer of the security question *

☐ I hereby consent that the entered data may be processed and transmitted. *

Note: Fields marked with a * need to be filled out.

Submit

What can I do to make sure the grades are added to CMS (and therefore to the ToR) in time?

- Write the person responsible for the exam (professor or teaching staff) a polite email, in which you explain your situation precisely:
 - Ask kindly when the grades are expected to be released in the Campus Management Portal and if it is before your deadline
 - Explain precisely what deadline you are concerned about and why you have to meet the deadline
 - Add corresponding documents to ensure your statement
 - Always include your full name and Student-ID-Number

In case your grade has not yet been entered

- In case your grade has not been entered as of yet, contact the responsible examiner or their secretary in order that your academic result can be entered into your record
- Please remember to include the below information in the e-mail
 - Your full name
 - Your Student ID number
 - Module Name (eg. Telematik)
 - Module number (eg. M-INFO-100801) & Teilleistungen number
 - The certificate for your registration for the exam
 - The date and time of the exam

Language Course and HoC Certificate

Certificates from HoC, ZAK and Sprachenzentrum are directly added in CMS (ÜQ/SQ-Leistungen), you can add them to your academic record yourself in CMS

If there are problems, please contact the responsible institute

- If that does not solve the problem, contact the department that is responsible for your major such as the [ISS Office](#)

Advising and Resources

Startseite > Academic Affairs > Consultancy and Advice > Advisory

Advising and Resources



Offers of the Faculty of Informatics

- ISS - Informatik Studiengangservice: Study counseling, extension applications, change of study plan, etc.
- KIT-Informatics-Library: Study places, literature, etc.
- ATIS - Abteilung Technische Infrastruktur: E-mail services, pool rooms, multimedia rooms, software provisioning

Student Counseling

- Student Council Mathematics / Informatics : Counseling by students of Informatics / Mathematics
- Forum Wirtschaftsinformatik : Counseling by students of Wirtschaftsinformatik

Central Offers of the KIT

- ZSB - Zentrale Studienberatung: Doubts about your studies, change of study program / university, drop-out, etc.
- SCC - Steinbuch Centre for Computing: Help centre for technical problems, account registration, etc.
- MINT-Kolleg: Pre-courses, semester courses, helpdesk, advanced courses
- HoC - House of Competence: Learning/Writing Advice, helpdesk
- ZLB - Zentrum für Lehrerbildung: Resources for students of teacher education, etc.
- ZML - Zentrum für Mediales Lernen: Study courses
- KIT-Library: Study places, online catalogue, etc.
- [Hochschulsport am KIT](#)

Studierendenwerk Karlsruhe

Studierendenwerk Karlsruhe provides support in topics such as:

- BAföG, scholarship & loan advice
- Dormitory places and room placement

Offers for International Students

- ISrO - International Students Office: Consulting, support, guidance, integration measures
- International Student Center : Social counselling, foreign students, studying with disabilities, finding accommodation, etc.
- Studienstart International: Welcome events, information offers, campus consultation hours, etc.
- [Studienstart International - Information offer on ILIAS](#)
- [Research stay at KIT](#): opportunities for internships, research projects and theses for international students
- IESN - International Erasmus Students Network Karlsruhe
- Coordination office for refugees and migrants: Personal consultation hours, information evenings, integration measures
- Foreigners' Authority of the city of Karlsruhe: Residence permit, electronic residence title (eAT), establishment permit
- The ABC of KIT: English glossary for the translation of technical terms
- [MINTership Inclusive](#) : YouTube video about stays abroad for students with disabilities

Other Counseling Centers

- ASTA - Allgemeiner Studierendenausschuss : Social counselling, equal opportunities, queer counselling
- PBS - Psychotherapeutische Beratungsstelle : Stress, exam nerves, loneliness
- BBC - Representative for students with disabilities and chronic illnesses
- ACCESS/KIT - Center for Digital Accessibility and Assistive Technology
- Career-Service: Career entry, internship search, career advice
- Nightline Karlsruhe : Helpline for students with personal problems
- [Brücke Karlsruhe](#) : Counseling center for personal problems

Fit for exams and returning home
(Summer semester 2025)
<https://www.informatik.kit.edu/english/10509.php>

Points of Contact

If you're experiencing stress related to your studies or personal life, you can reach out to the following support services:

- **ZSB – Zentrale Studienberatung**
 - for issues such as doubts about your studies, changing your degree program or university, dropping out, etc.
 - www.sle.kit.edu/imstudium/zib.php
- **Studierendenwerk**
 - General advising
 - www.sw-ka.de/de/beratung
- **AStA - Allgemeiner Studierendenausschuss**
 - verschiedene kostenlose Beratungsangebote Inkl. Ausländische Studierende, Sozialberatung, Chancengleichheit, Queerberatung
 - www.asta-kit.de/de/angebote/beratung

Points of Contact - Managing Stress

- **PBS - Psychotherapeutische Beratungsstelle**
 - Support for stress, exam anxiety, loneliness/isolation
 - <https://www.sw-ka.de/en/beratung/psychologisch/>
- **Nightline Karlsruhe**
 - Confidential telephone support by students for students
 - www.nightline-karlsruhe.de
- **Telefonseelsorge (Crisis Hotline)**
 - Free and available 24/7
 - www.telefonseelsorge.de
- **Brücke Karlsruhe**
 - Counseling, crisis support, pastoral care
 - bruecke-karlsruhe.de



Thank you for your time!

25 June 2025

KIT – Department of Informatics



<https://www.unifest-karlsruhe.de/home>

Over 40 years, the Unifest Karlsruhe has been an integral part of student life in the city
It is the largest voluntary student festival in the region

