ISRT:
Fit for exams and returning home

9 December 2025

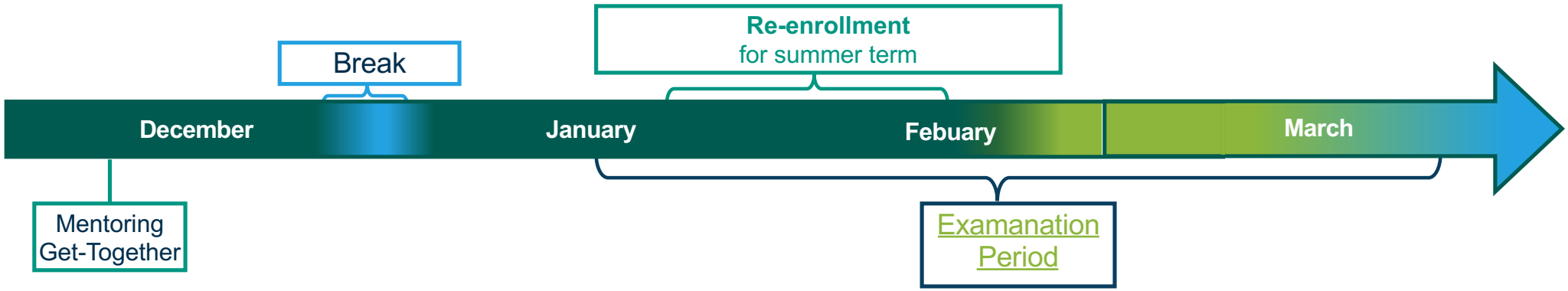
KIT Department of Informatics
Informatics Study Program Service (ISS)

Agenda

1. Welcome and Overview to today workshop
2. Overview of Exams
   - Exam Registration and Withdrawal
   - Exam Preperation
   - Structure of an Exam
3. Re-enrollment for next semester
4. Withdrawing and Next Steps
5. Transcript of Records
6. Points of Contact and Support
7. Q&A

Fit for exams and returning home
WS25-26

KIT- Academic Calendar



- **Events(Info², Mentoring Events and eezi) including:**
  - Mentoring Get-Together on16 December 2025
  - eezi 3rd lecture: Orientation exam preparation on 27 January 2026
- **Break: Winter break –** is lecture-free from 24 December to 6 January
- **Re-enrollment** (Rückmeldung) **for Summer semester 15 January to 15 Febuary**
- **Examination Period: Many exams take place during the lecture free period from February to the end of March**

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

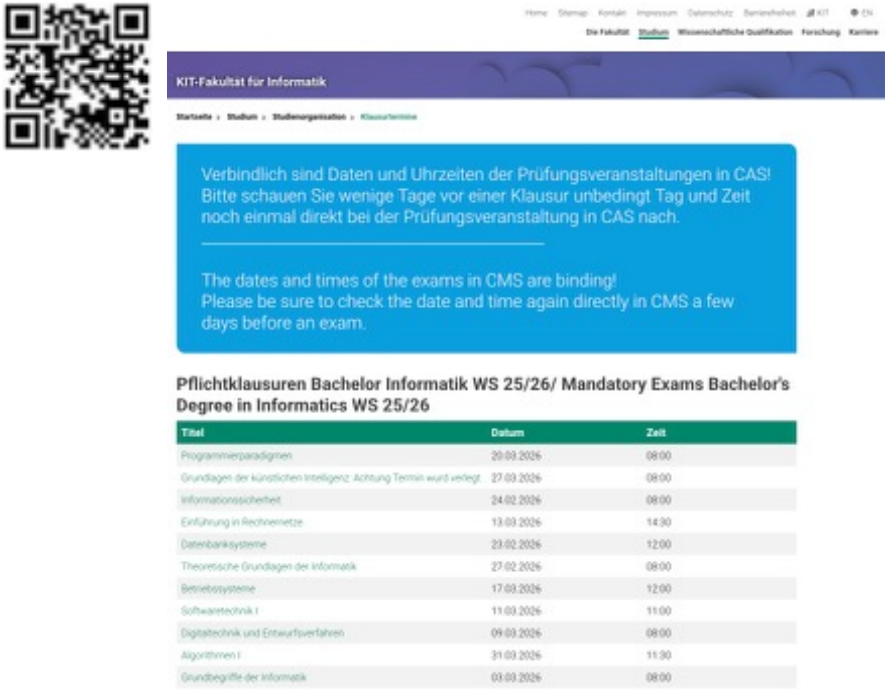
Overview to Exams:

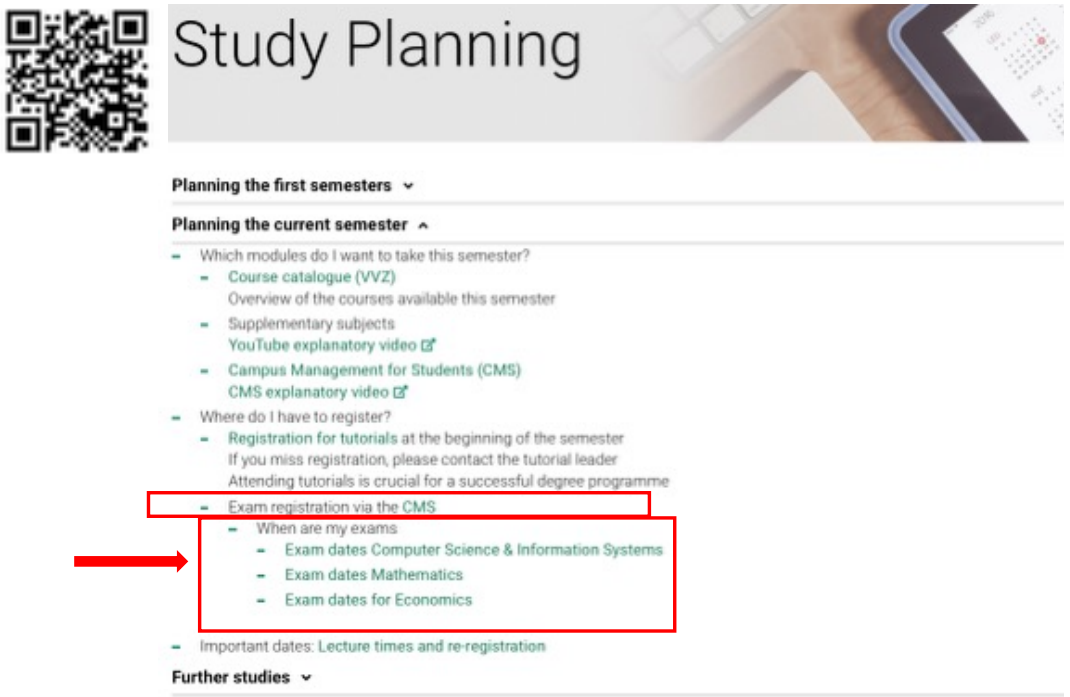
2.a

- Date and times
- How to register and withdraw

Where to find exam dates?

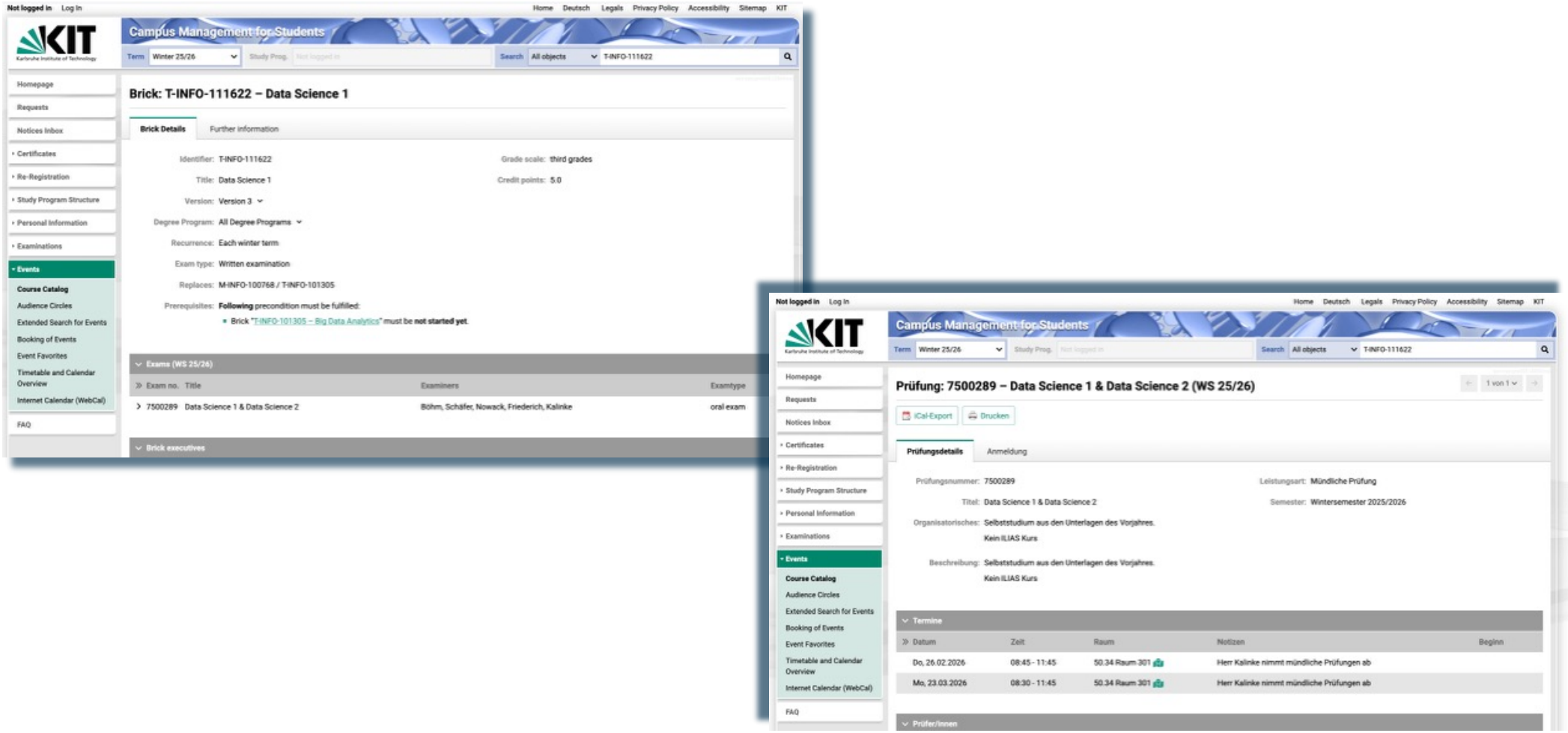
- There are a number of places you can look up information regarding dates and times of exams
- However, dates and times of the exams in CMS are binding!
  - Please be sure to check the date and time again directly in CMS a few days before an exam
- ISS FAQ : Examination Schedule, Exams: registration / deregistration / repetition





ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam in CMS

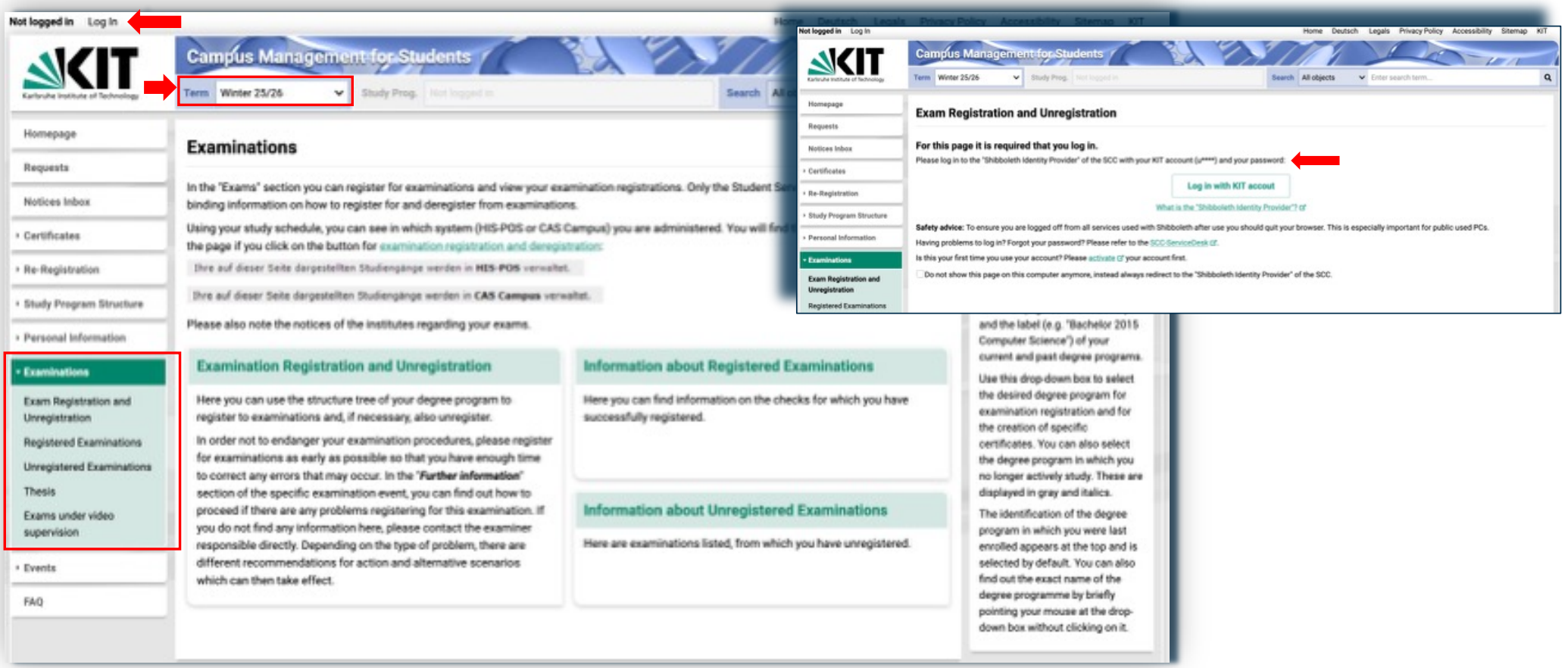


ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

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

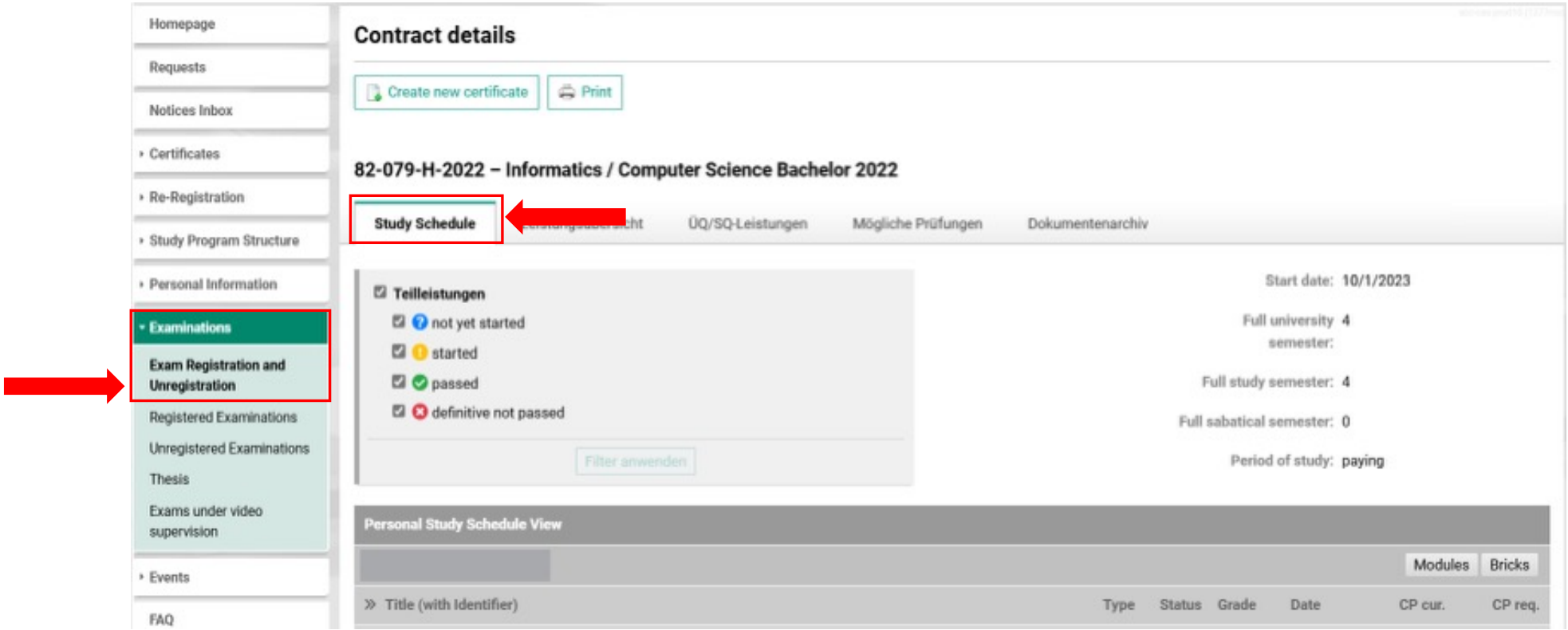
- **Log into CMS (make sure you select current semester)**



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

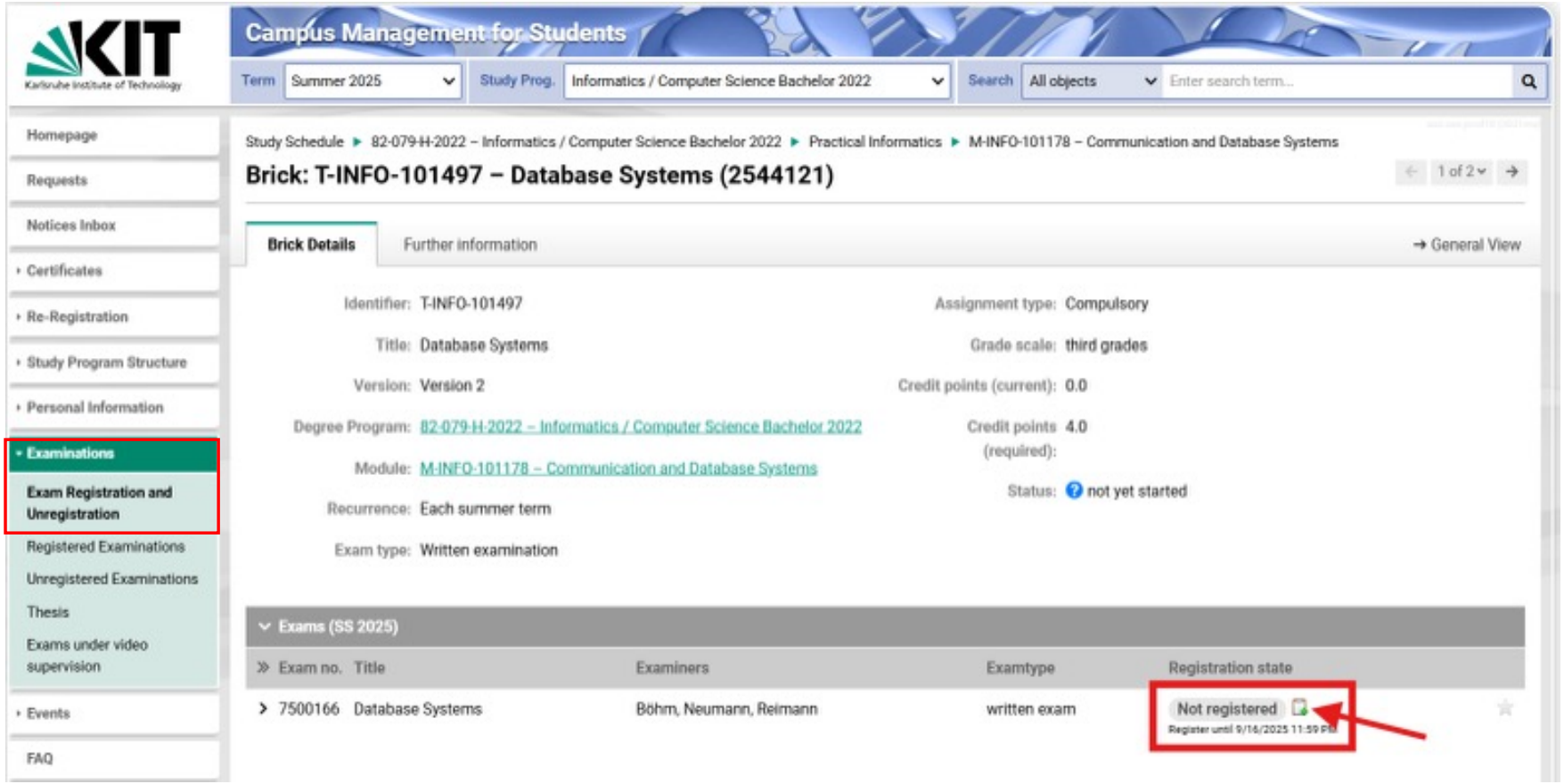
- Select the Module in CMS in “Studienablaufplan”
- Then register for the exam in CMS



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

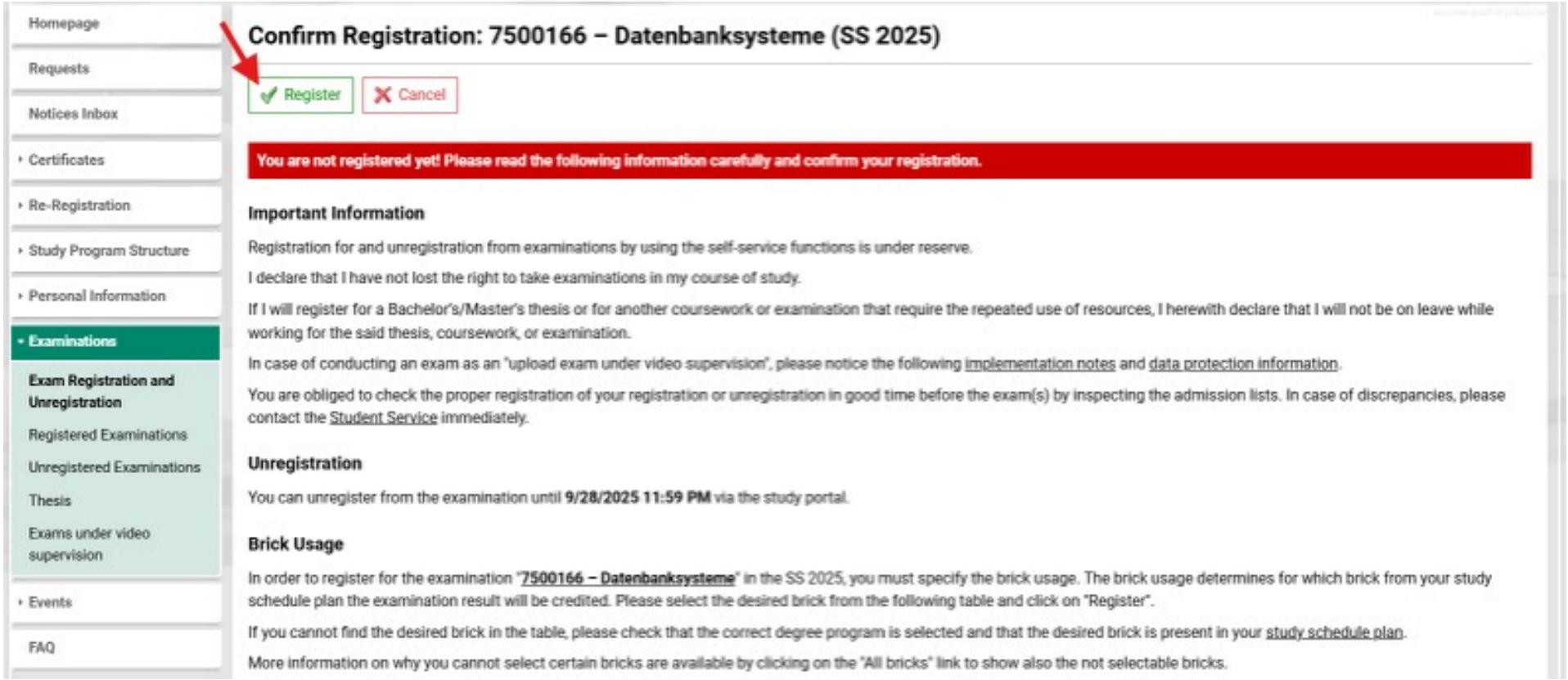
- Then register for the exam in CMS
  - Example: from Summer semester 2025



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

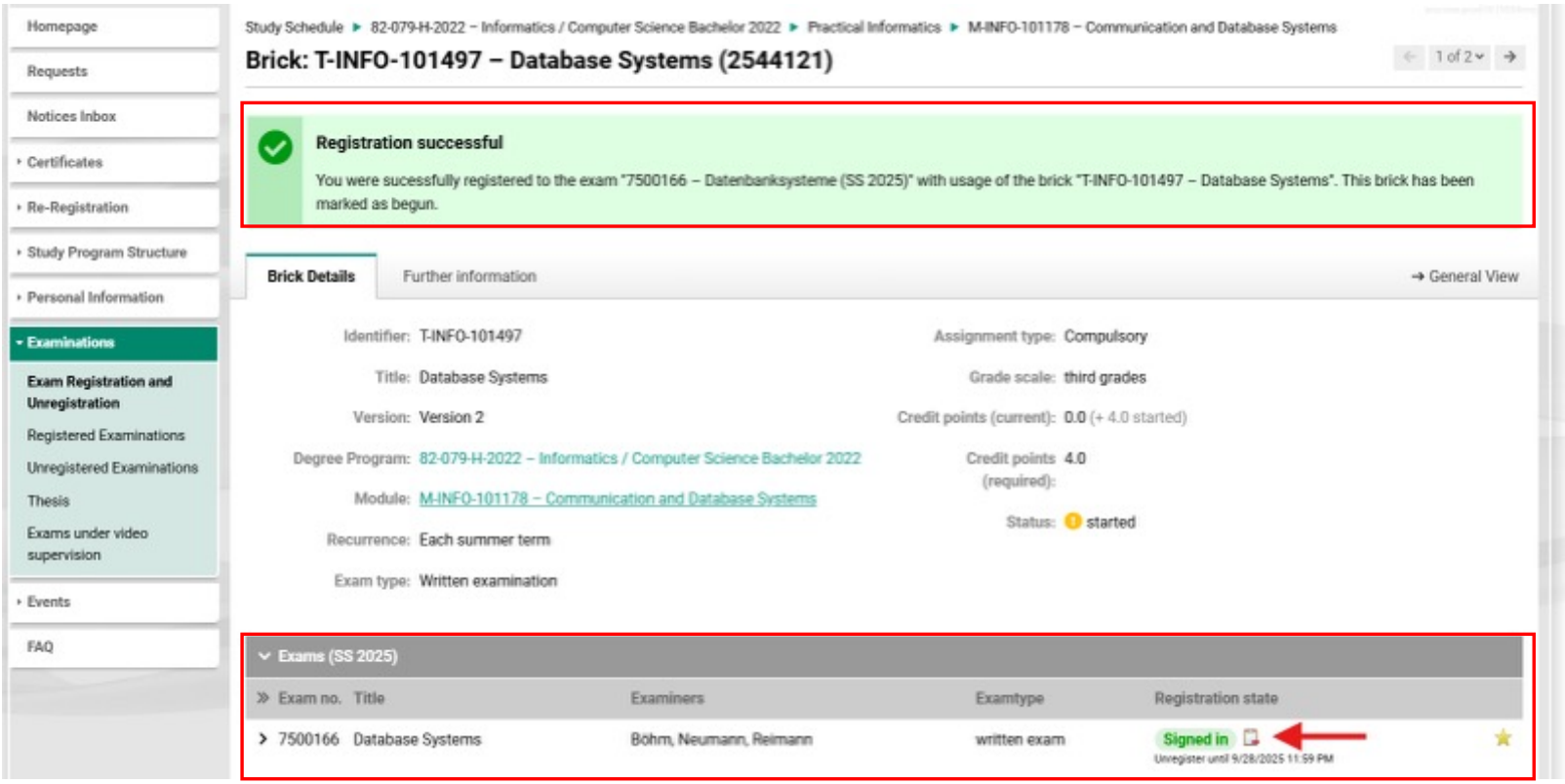
- Then register for the exam in CMS
  - Example: from Summer semester 2025



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

- Then register for the exam in CMS
  - Example: from Summer semester 2025

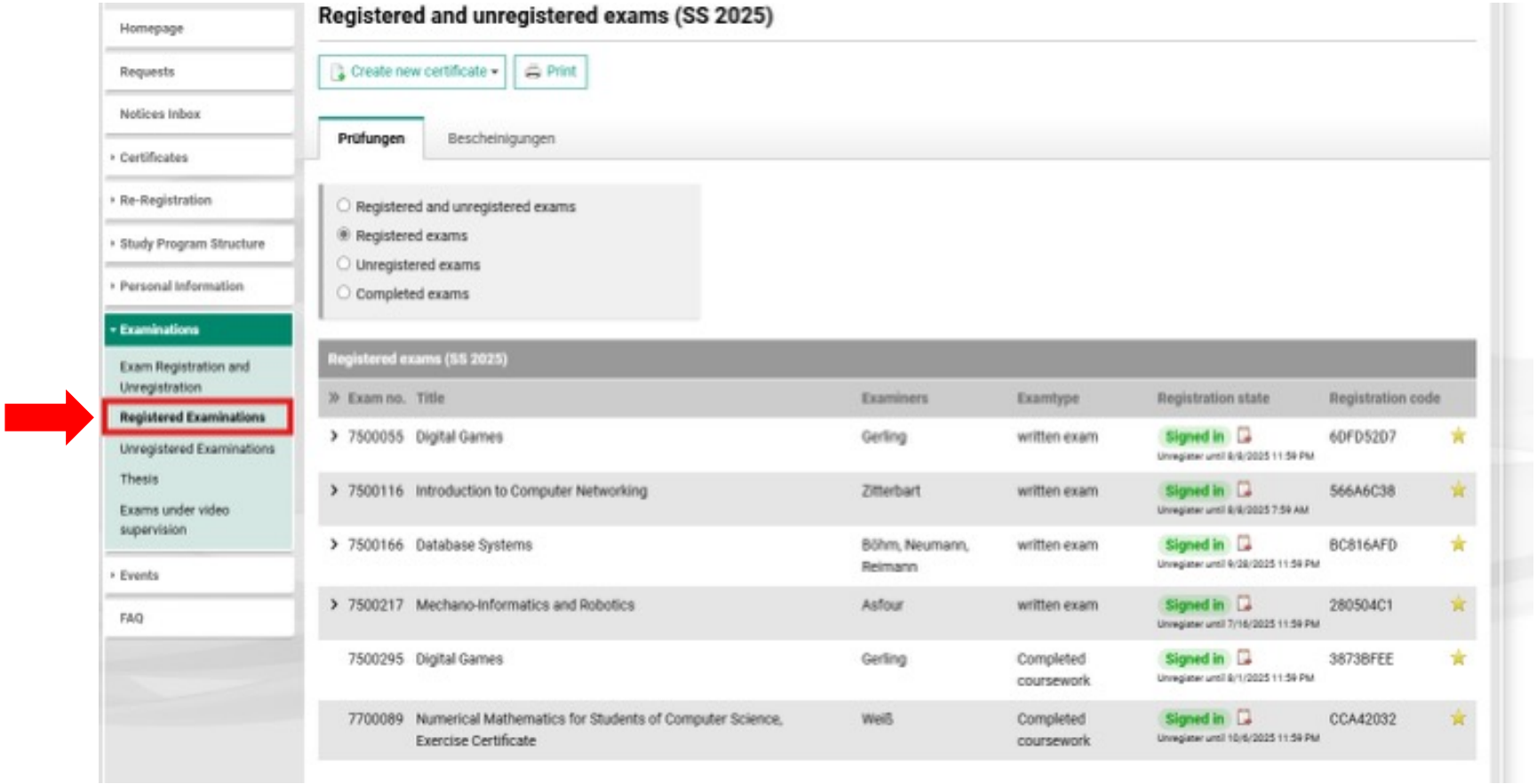


- **Make sure to print a hard and digital copy of your registration / withdraw**

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exam Registration in CMS

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



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing from exam(s) in CMS

- In the student portal (CMS) you can also withdraw / deregister from an exam
- Within the “deregistration period”, an exam registered online can be withdrawn from in CMS
- **If you are registered for an exam and don’t withsraw or attend the exam, you will automatically fail the exam!**
- ISS FAQ with Deregistration from the exam (with a medical certificate)
  - The inability to take an exam must be reported in person or in writing as soon as reasonably possible after it occurs
  - The examiner or if no other possible, her or his office must be informed
  - Medical certificate, a medical examination to clarify the state of health must be carried out on the day of the exam
    - the medical certificate must be submitted to the examiner or her/his office
    - The examiner acts on behalf the examination board and may decide, if the medical certificate is detailed enough and may excuse the student from the exam
    - Read ISS FAQ for more detailed information on the about the “Form and content of the medical certificate“:

For Exchange students in the KIT Department of Informatics: 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	

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

For Exchange students in OtheR KIT Department: Register for the exam

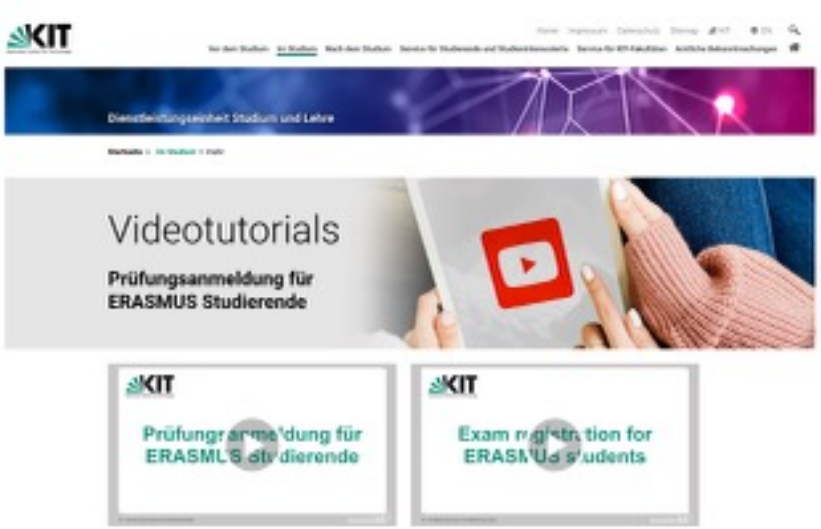
Departmental Coordinator Contact Information

- 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

KIT Videos about Exam Registration

- Check out the video from KIT Central advising as well as our department's video



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

https://www.youtube.com/watch?v=YUMYxAS-vrc&list=PL22ZNLSohCRELZ8un710ObsaBfMvX4Yy6&index=2

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Overview to Exams:

- Preparing for Exams

2.b

Preparing for your Exams

Old exams
(Fachschaft / Wi-Forum, institute website / ILIAS)

revise and **practice worksheets**

Read / review the **script / slides**

Summarize course content

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Get old/previous exams at the FSMI /Wi-Forum

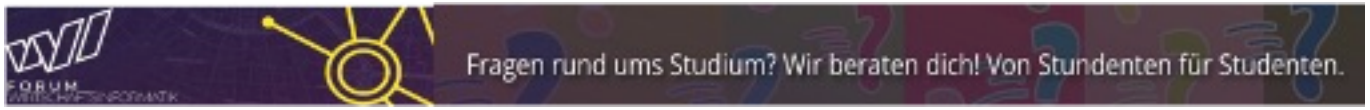
Department /Resource	Services & Resources	Student type
FSMI (Departmental Student Council) and Wi Forum	• They are students representatives in the majors of informatics and information systems • Each provides assistance and various services including O-Phase, advising answer queries and advice regarding the major, sells copies of old exams, and offers **social activities** chance to connect with other students in your major ect. • free hot beverage, represent student interests at university and departmental level, etc.	all

FSMI Int'l Website

Fachschaft Mathematik Informatik am KIT (FSMI)

- Website: https://www.fsmi.org/
- E-Mail: international@fsmi.org
- Building 50.34, Room -124 (cellar)

Wi-Forum Website



Forum Wirtschaftsinformatik (Wi-Forum)

- Webseite: www.forum-wi.de
- Email: beratung@forum-wi.de und altklausuren@forum-wi.de

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Informatics old exams

- **FSMI**
  - Some are available via KIT-VPN (https://exams.fsmi.org/odie/web/)
    - Select them on the website and then print them
  - Some solutions are not officially available → ask Fachschaft
  - 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

Tips for the exam phase

KIT Mathe/Info Discordserver

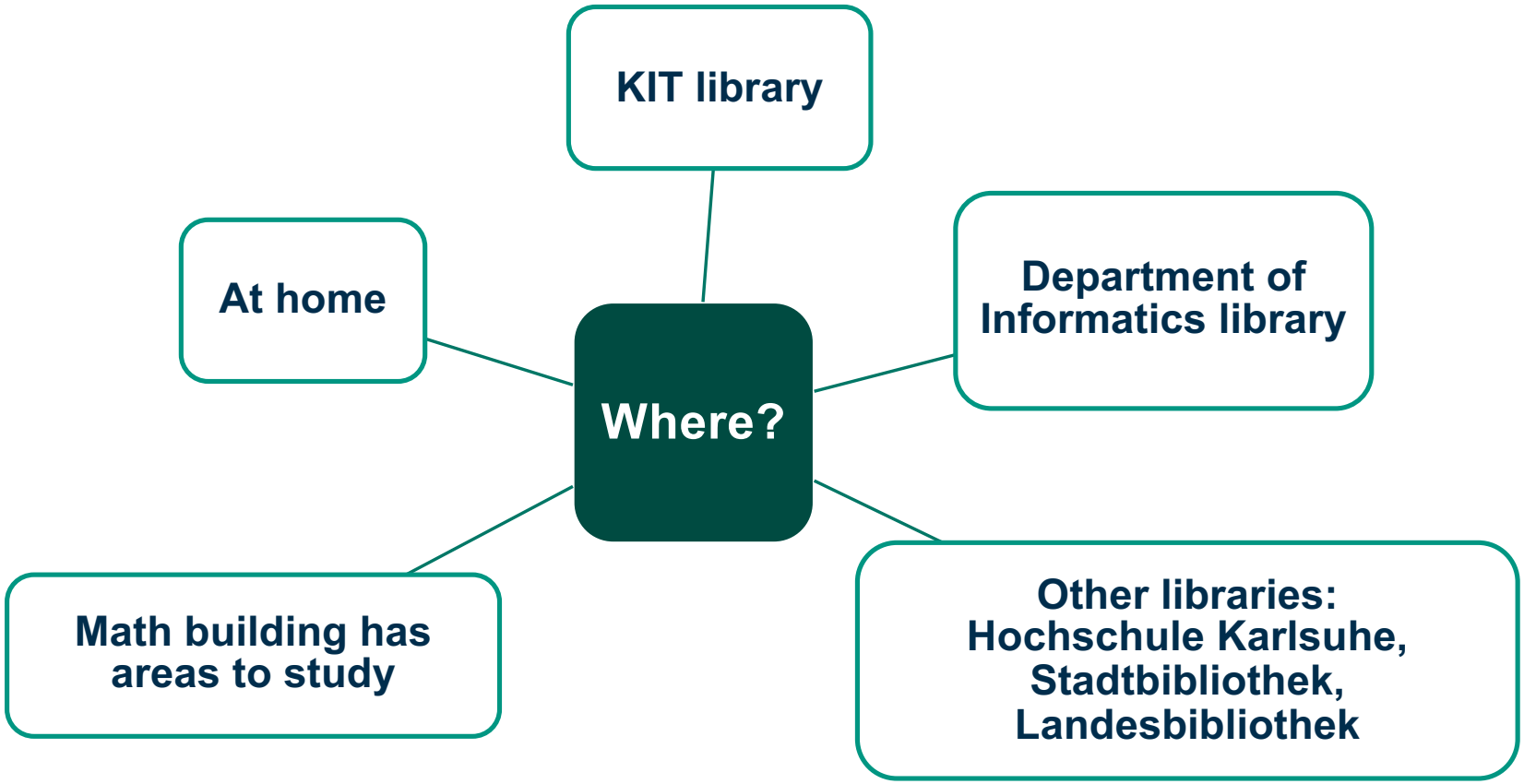
- **KIT Mathe Info Discord:**
  - Additional material for the lectures and exams
    - **Anki decks**
    - **Experiences and tips from students from higher semesters**
  - Opportunity to ask questions

Other Fachschaft

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

  - 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/

Tips for the exam phase: Location, location, location

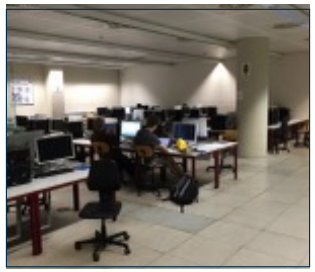


ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Tips for the exam phase: Places to Study

50.19 InformatiKOM

50.34 Informatics Library



50.34 ATIS Study room and Computer Lab

KIT Main Library

30.46 Chemistry Building

Computer Lab SCC

20.30 Maths Building

40.50 MINT Kolleg

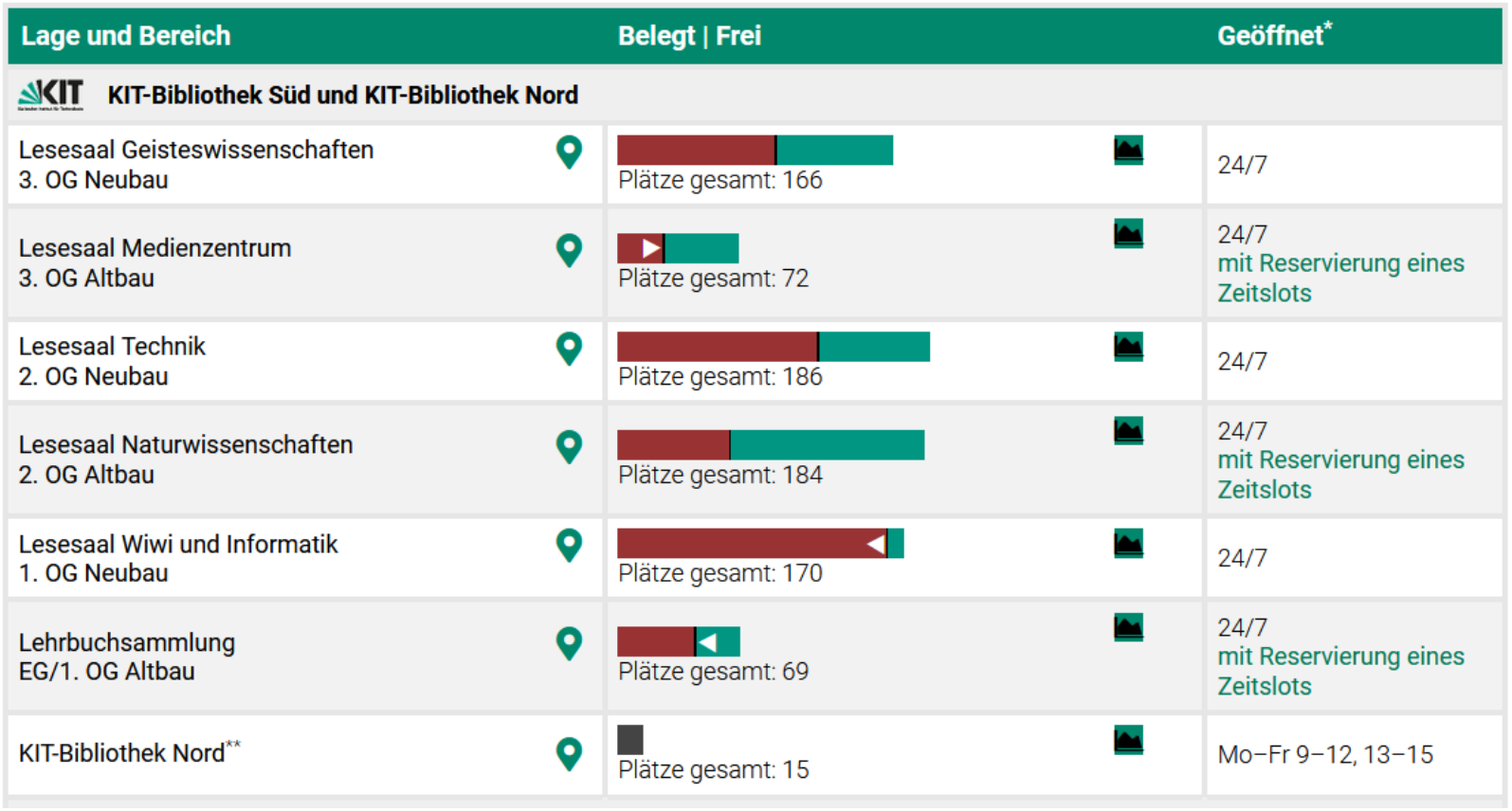
30.28 Lernzentrum am Fasanenschlösschen

Badische Landesbibliothek (State Library)

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

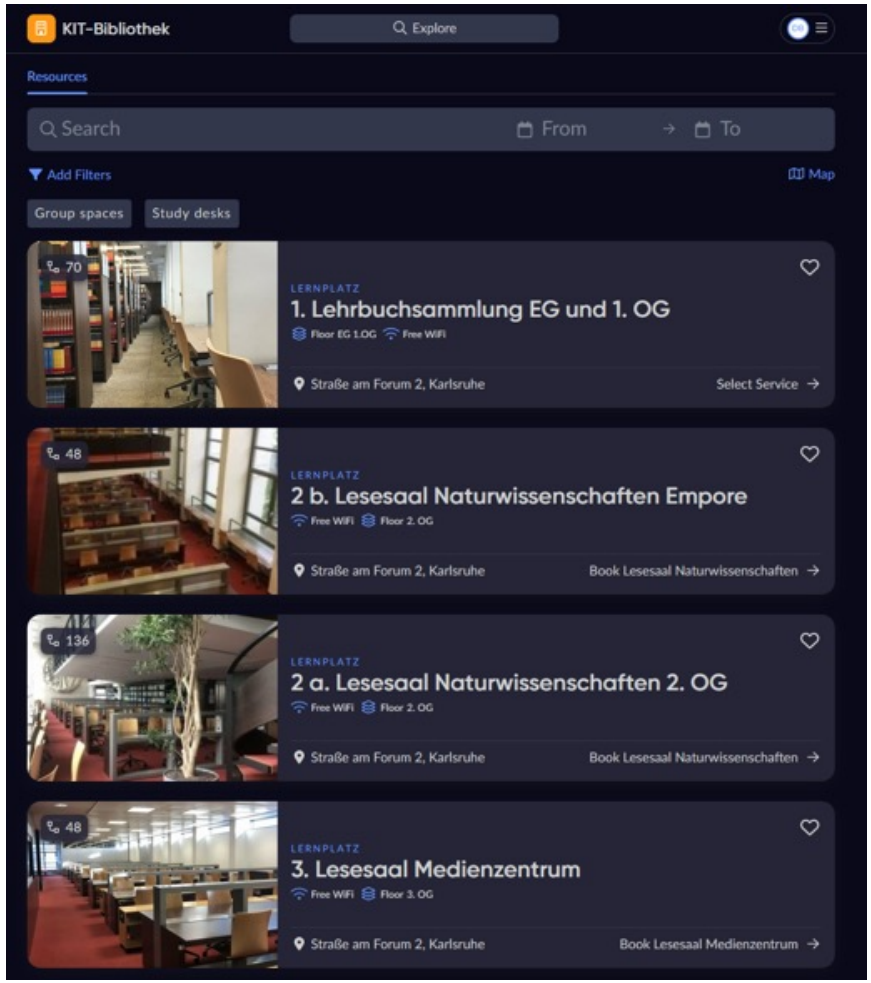
Tips for the exam phase: Seatfinder

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	Plätze gesamt: 166	24/7
Lesesaal Medienzentrum 3. OG Altbau	Plätze gesamt: 72	24/7 mit Reservierung eines Zeitslots
Lesesaal Technik 2. OG Neubau	Plätze gesamt: 186	24/7
Lesesaal Naturwissenschaften 2. OG Altbau	Plätze gesamt: 184	24/7 mit Reservierung eines Zeitslots
Lesesaal Wiwi und Informatik 1. OG Neubau	Plätze gesamt: 170	24/7
Lehrbuchsammlung EG/1. OG Altbau	Plätze gesamt: 69	24/7 mit Reservierung eines Zeitslots
KIT-Bibliothek Nord**	Plätze gesamt: 15	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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Tips for the exam phase:
Study Supprt Resources

- HoC for Internationals: Techniques and advice on all aspects of studying

- Learning
- Presentation & Communicaton
- Writing
- Shaping the future
- Doing research

by

- Courses
- Advice

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

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	

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

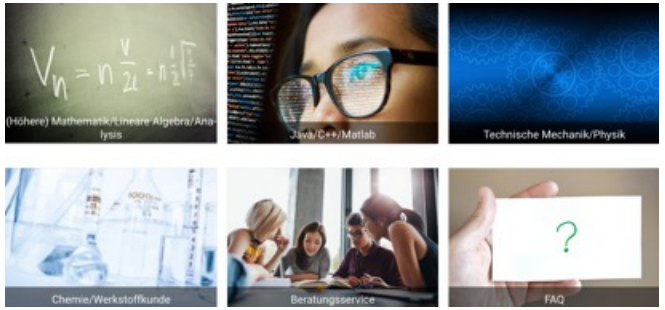
General overview to what techniques might help with various learning challenges

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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Tips for the exam phase:
Study Supprt Resources

- MINT-Kolleg: Pre-semester courses, helpdesk, semester courses, advising, etc
  - Many courses are fee
  - semester courses
    - Resources can be used in the Ilias course, even if you do not have a place on the course



  - Aufbaukurs

  - Even if you did not get a spot in a course often if you are registered and on the waiting list you can access the materials in the ILIAS course

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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exams – Tips for students with disAbilities and chronic diseases

- **Compensation for Disadvantages in Studies and Examinations exam**
  - Students with disabilities, chronic, and psychological diseases as well as with specific developmental disorders have a legal right* to affirmative action during studies
  - Appropriate accommodations depending on the relevant impairment, measures are to be tailored individually, situationally, and appropriately
    - Each case is examined independently on the basis of the respective needs and regarding the particular field of study
    - Affirmative action can be approved for individual course assessments, limited periods of time or the entire period of study. There is no entitlement to any particular affirmative action.
  - Students apply for affirmative action informally and promptly before examinations
    - “informal application” should include your information and supporting documents (ex. certificates and documentation)
    - submit for each module and to the directly relevant teaching department (Lehrstühlen)
- **KIT Advising and Resources include:**
  - BBC - Representative for students with disabilities and chronic illnesses
  - ACCESS∂KIT - Center for Digital Accessibility and Assistive Technology

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

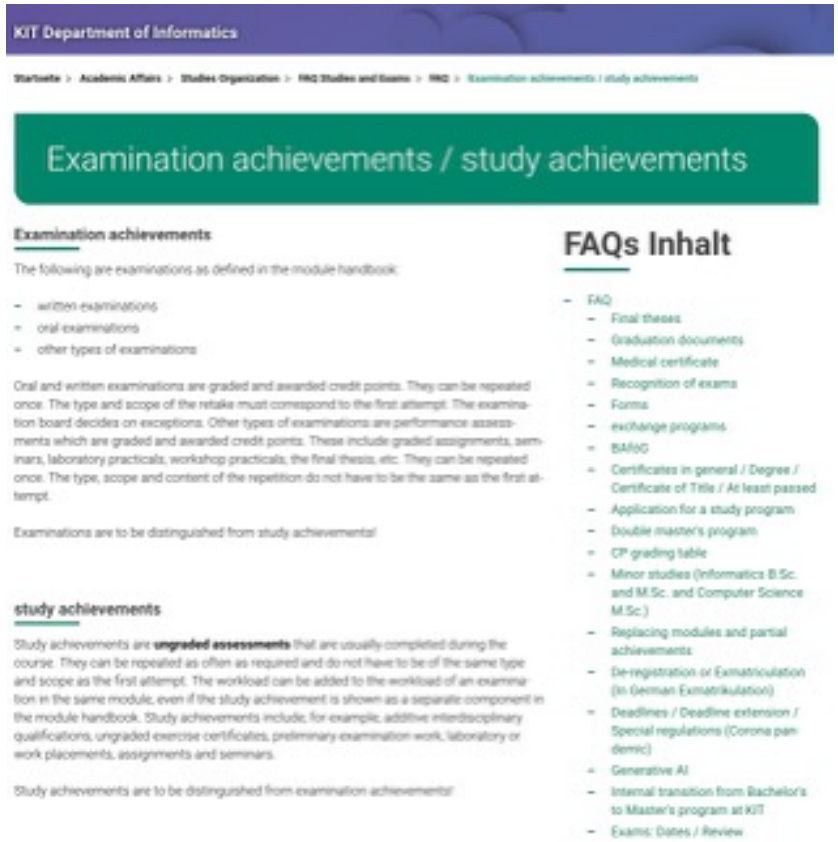
Overview to Exams:

- How an exam is structured

2.c

Examination achievements / study achievements

- **The following are examinations as defined in the module handbook:**
  - written examinations
  - oral examinations
  - other types of examinations



KIT Department of Informatics

Examination achievements / study achievements

Examination achievements

The following are examinations as defined in the module handbook:

- written examinations
- oral examinations
- other types of examinations

Oral and written examinations are graded and awarded credit points. They can be repeated once. The type and scope of the retake must correspond to the first attempt. The examination board decides on exceptions. Other types of examinations are performance assessments which are graded and awarded credit points. These include graded assignments, seminars, laboratory practicals, workshop practicals, the final thesis, etc. They can be repeated once. The type, scope and content of the repetition do not have to be the same as the first attempt.

Examinations are to be distinguished from study achievements!

study achievements

Study achievements are **ungraded assessments** that are usually completed during the course. They can be repeated as often as required and do not have to be of the same type and scope as the first attempt. The workload can be added to the workload of an examination in the same module, even if the study achievement is shown as a separate component in the module handbook. Study achievements include, for example, additive interdisciplinary qualifications, ungraded exercise certificates, preliminary examination work, laboratory or work placements, assignments and seminars.

Study achievements are to be distinguished from examination achievements!

FAQs Inhalt

- FAQ
  - Final theses
  - Graduation documents
  - Medical certificate
  - Recognition of exams
  - Forms
  - exchange programs
  - BAföG
  - Certificates in general / Degree / Certificate of Title / At least passed
  - Application for a study program
  - Double master's program
  - CP grading table
  - Minor studies (Informatics B.Sc. and M.Sc. and Computer Science M.Sc.)
  - Replacing modules and partial achievements
  - De-registration or Exmatriculation (in German Exmatrikulation)
  - Deadlines / Deadline extension / Special regulations (Corona pandemic)
  - Generative AI
  - Internal transition from Bachelor's to Master's program at KIT
  - Exams: Dates / Review

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Written Exam structure

- Prior to exam check what you can use during the exam
  - e.g. calculator, Notes,…
- In which room does it take place?

- After entering the exam room: sit down and take out your things (Pens + ID + Water)

- Arrive early
- Before the exam starts, try to relax (eg. listen to music, do breathing exercises, etc..)

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Written Exam structure

- Explanation of the procedure of the exam
  Permitted resources
- Before the exams starts they will check if anyone wishes to withdraw from the exam
  - start and end times of the exam will be confirmed
  - Depending on the exam, it may be possible to read through the exam before it starts

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

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)

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

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**

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

After the exam

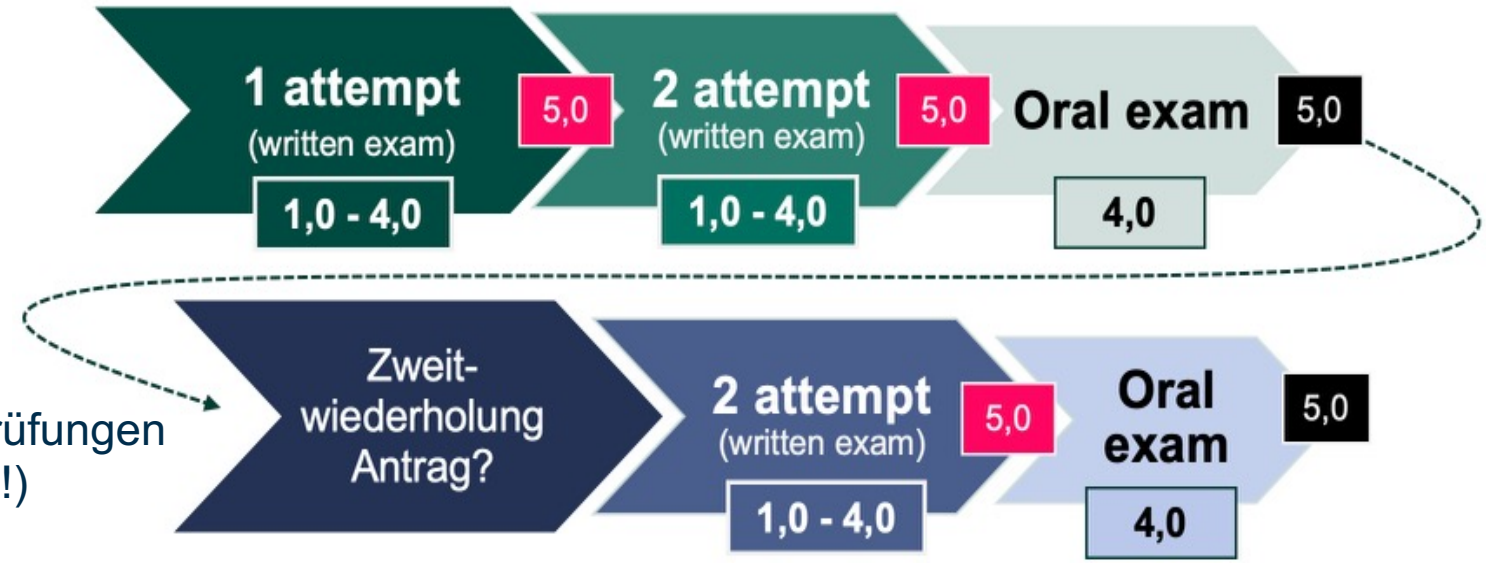
Prüfungseinsicht – Exam review

- An opportunity for students to get an overview of their own written exam and its grading
- The examiner always determines the time and place of the review
  - In most cases, the examiners will inform students of the date and time
- You should ask if you are allowed to take notes or photos during the exam review
  - rules for the exam review are communicated either in advance or on site
  - non-compliance with these rules can be interpreted as an attempt to cheat
- If you find any points that you think have not been corrected correctly, you can raise specific and comprehensible points with the staff on site
  - only the examiner can decide over a change in the grade
- **It is advisable to go to the exam review no matter if you have passed or failed the exam**:
  - it helps you to understand your error(s)
  - gives 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)

What happens if an exam is failed?



- "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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

After Exams

Me-Time

Regenerate
Mentally and physically

Happy-Place

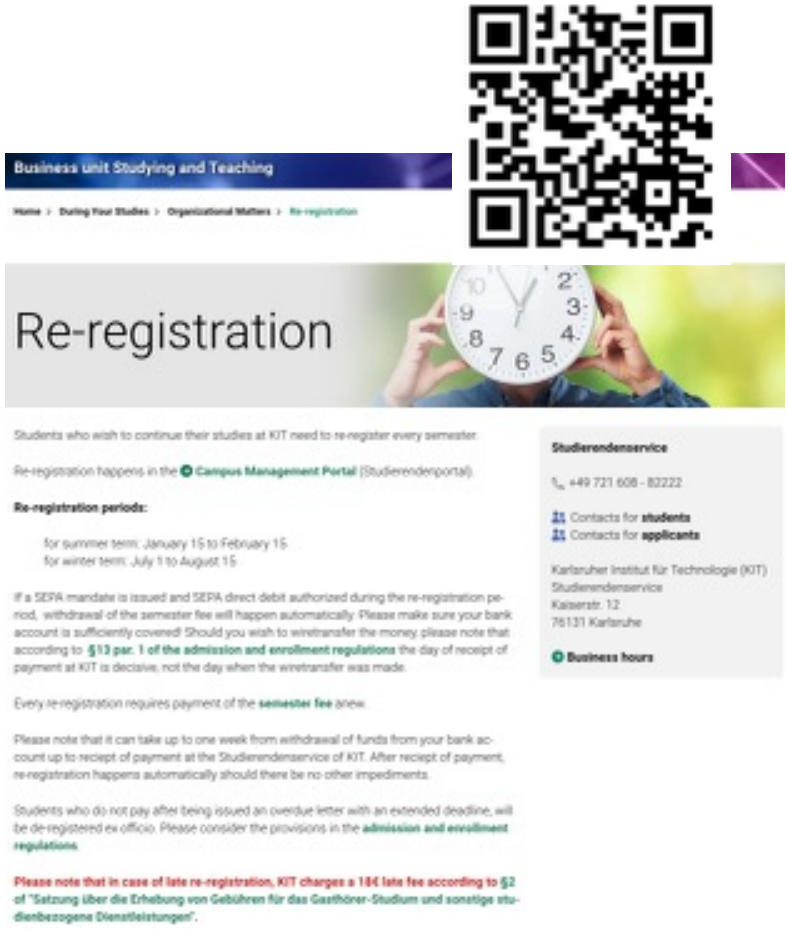
Plan, do and implement nice things

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Re-enrollment next semester

Re-enrollment (Rückmeldung)

- **If you intend to enroll at KIT in Summer semester you must register to return!**
- Re-enrollment (Rückmeldung)
  - KIT- Academic Calendar
  - Time period to re-enroll for Summer semester is **15 January to 15 Febuary**
  - All students need to register to in order to be able to continue studying next semester
  - Students who do not register will be automatically withdrawn “Ex-matriculated” from KIT


Business unit Studying and Teaching

Home › During Your Studies › Organizational Matters › Re-registration

Re-registration

Students who wish to continue their studies at KIT need to re-register every semester.

Re-registration happens in the Campus Management Portal (Studierendenportal).

Re-registration periods:

for summer term: January 15 to February 15
for winter term: July 1 to August 15

If a SEPA mandate is issued and SEPA direct debit authorized during the re-registration period, withdrawal of the semester fee will happen automatically. Please make sure your bank account is sufficiently covered! Should you wish to wiretransfer the money, please note that according to §13 par. 1 of the admission and enrollment regulations the day of receipt of payment at KIT is decisive, not the day when the wiretransfer was made.

Every re-registration requires payment of the semester fee anew.

Please note that it can take up to one week from withdrawal of funds from your bank account up to reciept of payment at the Studierendenservice of KIT. After reciept of payment, re-registration happens automatically should there be no other impediments.

Students who do not pay after being issued an overdue letter with an extended deadline, will be de-registered ex officio. Please consider the provisions in the admission and enrollment regulations.

Please note that in case of late re-registration, KIT charges a 18€ late fee according to §2 of "Satzung über die Erhebung von Gebühren für das Gasthörer-Studium und sonstige studienbezogene Dienstleistungen".

Studierendenservice

+49 721 608 - 82222

Contacts for **students**
Contacts for **applicants**

Karlsruher Institut für Technologie (KIT)
Studierendenservice
Kaiserstr. 12
76131 Karlsruhe

Business hours

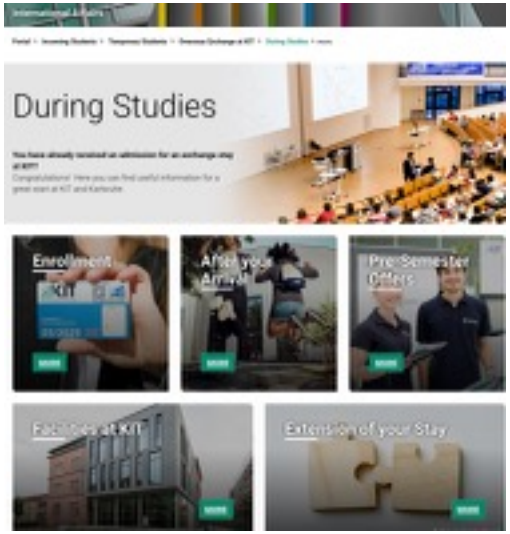
ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Exchange students interested in an Extension

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 :**
  - In certain cases, you might be able to extend your stay!

  - Contact International Student Office (IStO)
    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 information please contact IStO

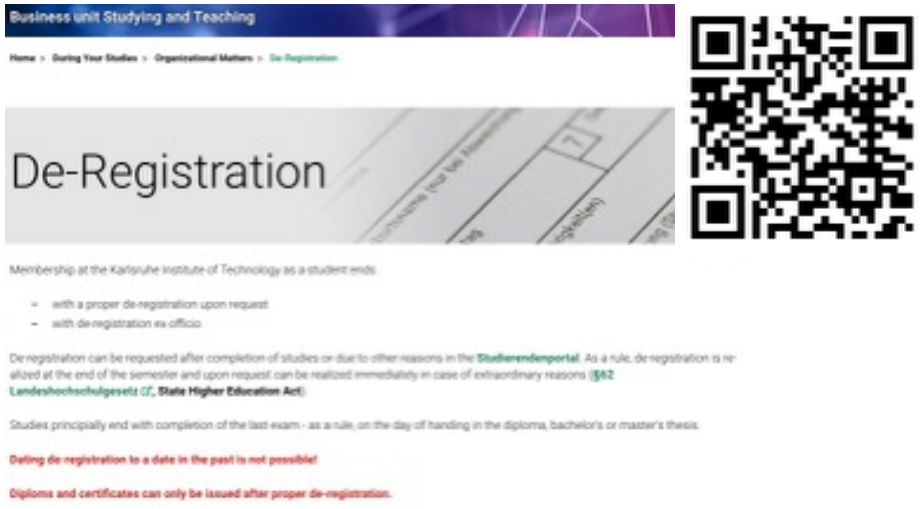


ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

WITHDRAW(DE-REGISTER) FROM KIT and Next steps

Withdrawing “De-Registration” from KIT

- **If you complete your exchange or studies at KIT, you need to withdraw!**
- **Read the following websites**
  - KIT Business unit Studium und Lehre website



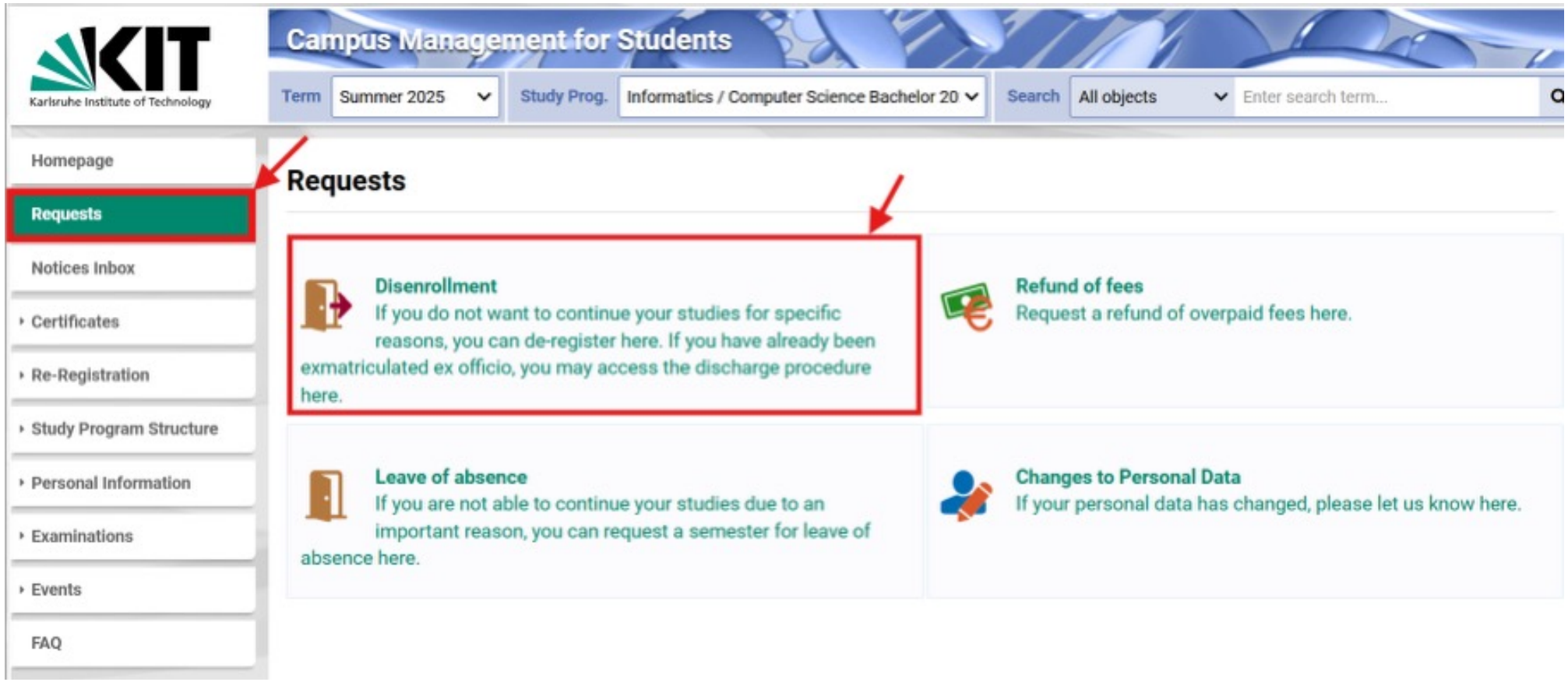
  - ISS FAQ: De-registration or Exmatriculation (In German Exmatrikulation)

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT

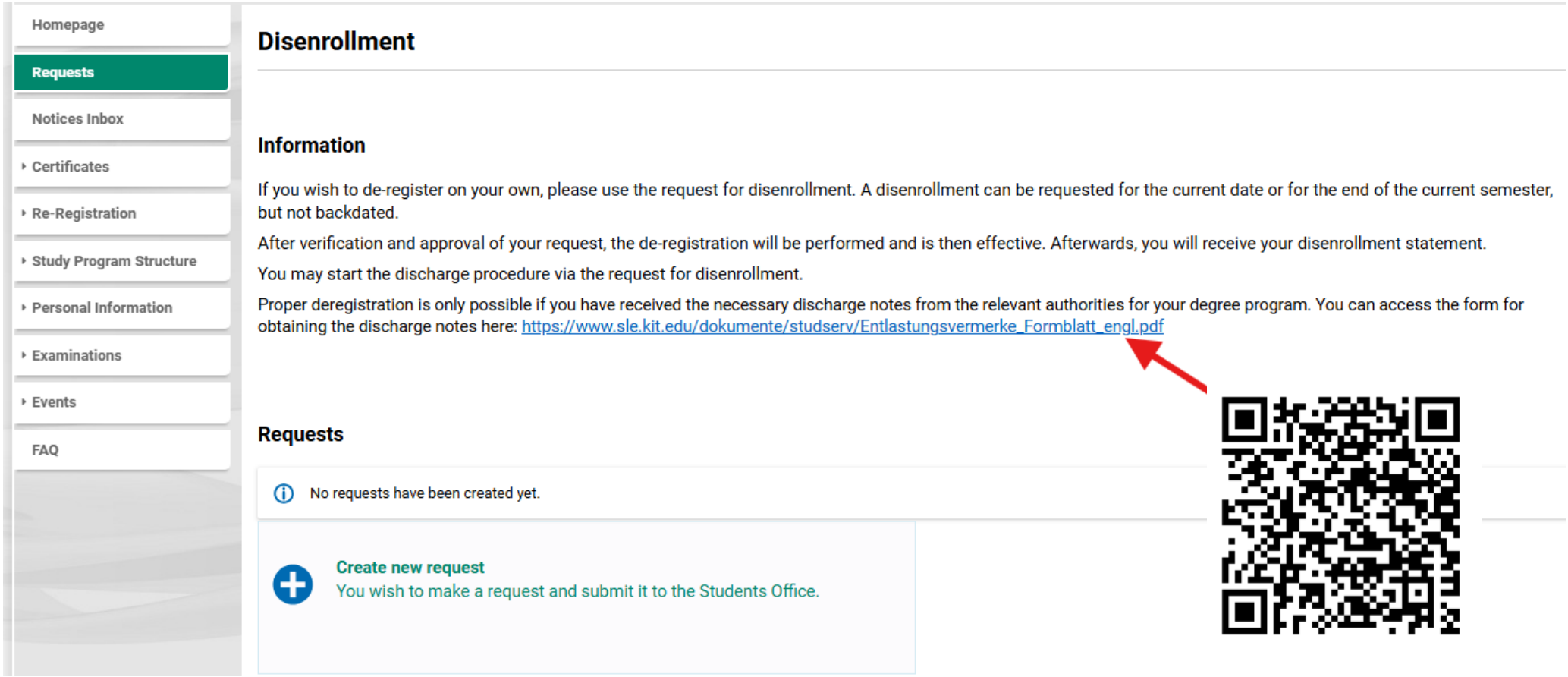
- **Withdrawing from KIT?**
  - To withdraw / “deregistration” from KIT complete the form ”Application to Withdraw” and submit it to SLE via Campus Management Portal
    - If you are no longer in person in Karlsruhe, you can also authorize someone to carry out the procedure for you
  - **Proper de-registration**
    - The procedure for proper de-registration can be found on Business unit Studium und Lehre website , a proper de-registration can be requested here
    - For the clearance notes from the Department of Informatics, you can download the form from the SLE website and send a scan of it from your student email address to infodesk∂bibliothek kit edu
    - The form must be submitted to Business unit Studium und Lehre again after clearance and return
    - When de-registering to transfer from a bachelor's to a master's program, only the signature of the chair where the thesis was written is required

Withdrawing “De-Registration” from KIT



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT

- https://www.sle.kit.edu/dokumente/studserv//Entlastungsvermerke_Formblatt.pdf

KIT – Die Forschungsuniversität in der Helmholtz-Gemeinschaft

KIT
Karlsruher Institut für Technologie

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

Entlastungsvermerke für die Durchführung einer Exmatrikulation

Studiengang/-kombination (Fach und Abschlussgrad):

Matrikel-Nr.

Familienname:

Vorname:

Eine ordnungsgemäße Exmatrikulation ist nur möglich, wenn die gemäß nachfolgender Übersicht für den Studiengang erforderlichen Entlastungsvermerke von den jeweils zuständigen Stellen vorliegen (Stempel u. Unterschrift)

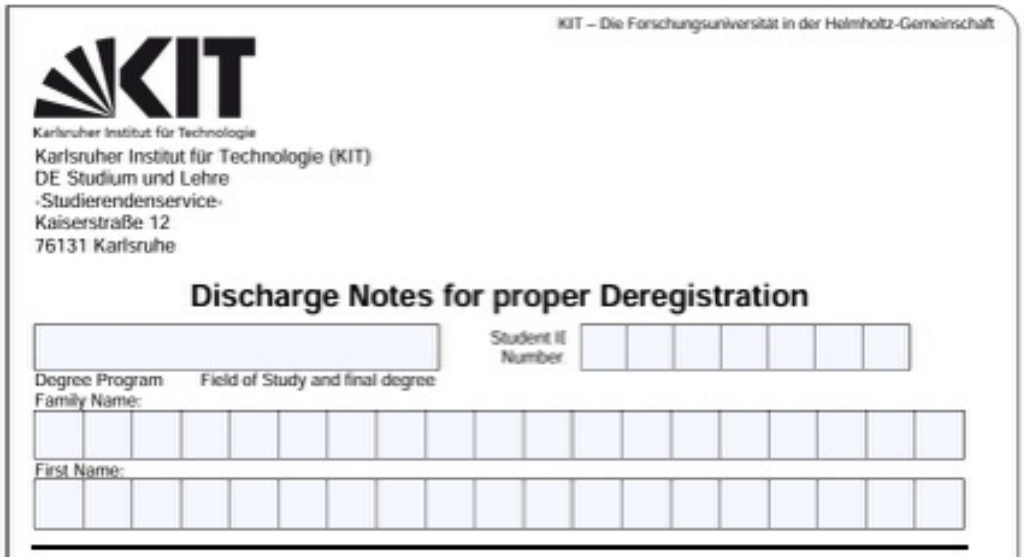
☐ **KIT-Bibliothek** (ALLE außer interne Wechsler)	
☐ **Institut bei dem die Abschlussarbeit gefertigt wurde**	
☐ **Fakultäts-/Institutsbibliothek** (nur für die folgenden Studiengänge relevant, auch bei Wechsel des Studiengangs, nicht bei Wechsel in den Master derselben Fachrichtung): Architektur, Informatik, Informationswirtschaft, Kunstgeschichte, Mathematik/ Technomathematik/ Wirtschaftsmathematik, Mikrobiologie, (Geo-)Physik, Regionalwissenschaften, Wirtschaftsinformatik	
☐ **Architektur/Kunstgeschichte:** Fakultätssekretariat (nicht bei Wechsel in den Master derselben Fachrichtung [Architektur: Geb. 20.40, Raum 135] Kunstgeschichte: Sekretariat Kunstgeschichte)	
☐ **Informatik/Informationswirtschaft/Wirtschaftsinformatik:** Rückgabe von Schlüssel (Geb. 50.34 [Raum 001 [Montag, Mittwoch bis Freitag 09:00 - 14:00 Uhr)	
☐ **KIT-Card** (ALLE außer interne Wechsler) Geb. 10.11, Raum 214 [Montag bis Freitag 09:00 - 12:00 Uhr, Montag bis Donnerstag 13:00 - 15:00 Uhr	

Stand: Dezember 2025

www.kit.edu

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” 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

Student ID Number

Degree Program Field of Study and final degree

Family Name:

First Name:

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

Entlastungsvermerke für die Durchführung einer Exmatrikulation

Matrikel-Nr.

Studiengang/-kombination (Fach und Abschlussgrad)

Familienname:

Vorname:

Withdrawing “De-Registration” from KIT

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

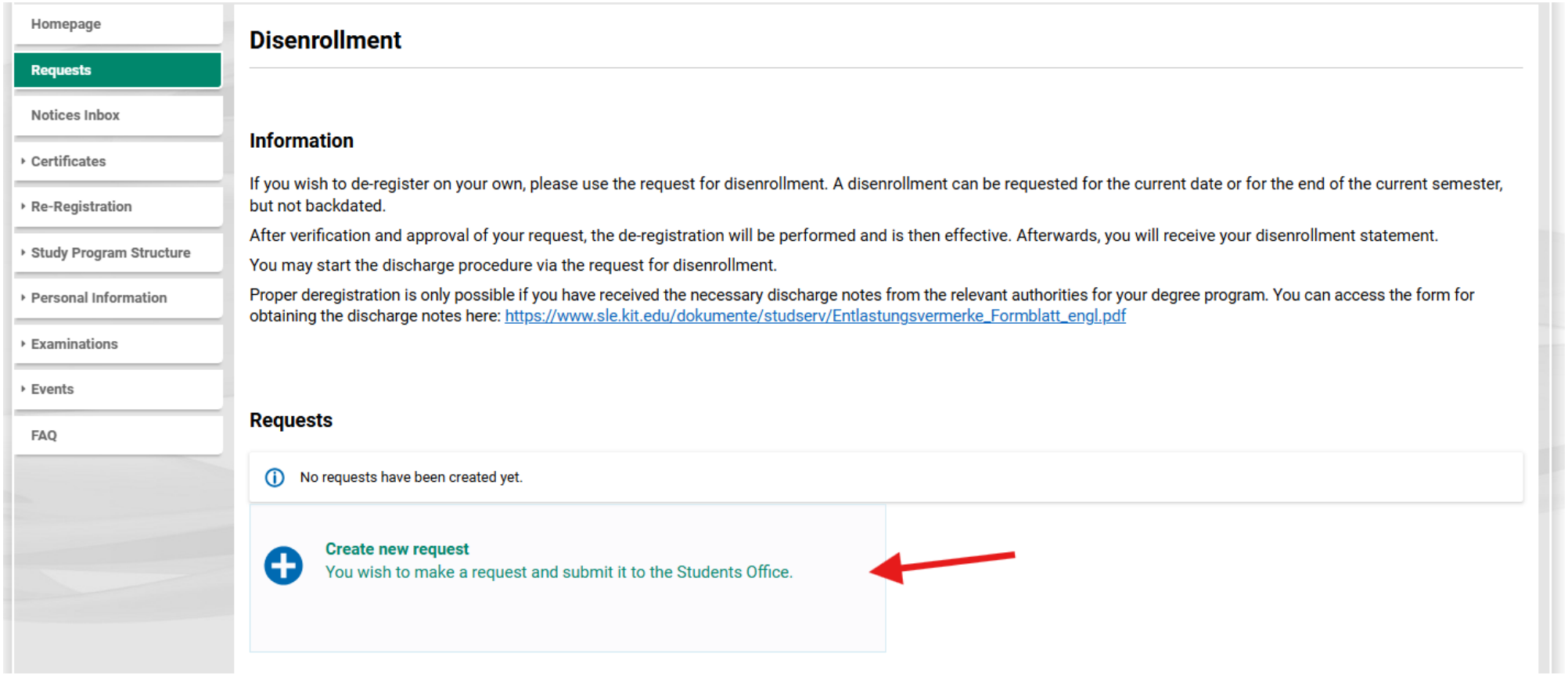
☐ **KIT-Library** (ALL except when changing degree program)	
☐ **Institute where the Diploma / Bachelor / Master Thesis was prepared**	
☐ **Faculty Library / Institute Library** (only relevant for the listed programs, also required when changing degree program, not when advancing from Bachelor to Master 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	
☐ **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)	
☐ **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.)	
☐ **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.	

Eine ordnungsgemäße Exmatrikulation ist nur möglich, wenn die gemäß nachfolgender Übersicht für den Studiengang erforderlichen Entlastungsvermerke von den jeweils zuständigen Stellen vorliegen (Stempel u. Unterschrift):

☐ **KIT-Bibliothek** (ALLE außer interne Wechsler)	
☐ **Institut bei dem die Abschlussarbeit gefertigt wurde**	
☐ **Fakultäts-/Institutsbibliothek** (*nur für die folgenden Studiengänge relevant*, auch bei Wechsel des Studiengangs, nicht bei Wechsel in den Master derselben Fachrichtung): Architektur, Informatik, Informationswirtschaft, Kunstgeschichte, Mathematik/ Technomathematik/ Wirtschaftsmathematik, Meteorologie, (Geo-)Physik, Regionalwissenschaften, Wirtschaftsinformatik	
☐ **Architektur/Kunstgeschichte:** Fakultätssekretariat (nicht bei Wechsel in den Master derselben Fachrichtung | Architektur: Geb. 20.40, Raum 135 | Kunstgeschichte: Sekretariat Kunstgeschichte)	
☐ **Informatik/Informationswirtschaft/Wirtschaftsinformatik:** Rückgabe von Schlüssel (Geb. 50.34 | Raum 001 | Montag, Mittwoch bis Freitag 09:00 - 14:00 Uhr)	
☐ **KIT-Card** (ALLE außer interne Wechsler) Geb. 10.11, Raum 214 | Montag bis Freitag 09:00 - 12:00 Uhr, Montag bis Donnerstag 13:00 - 15:00 Uhr	

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

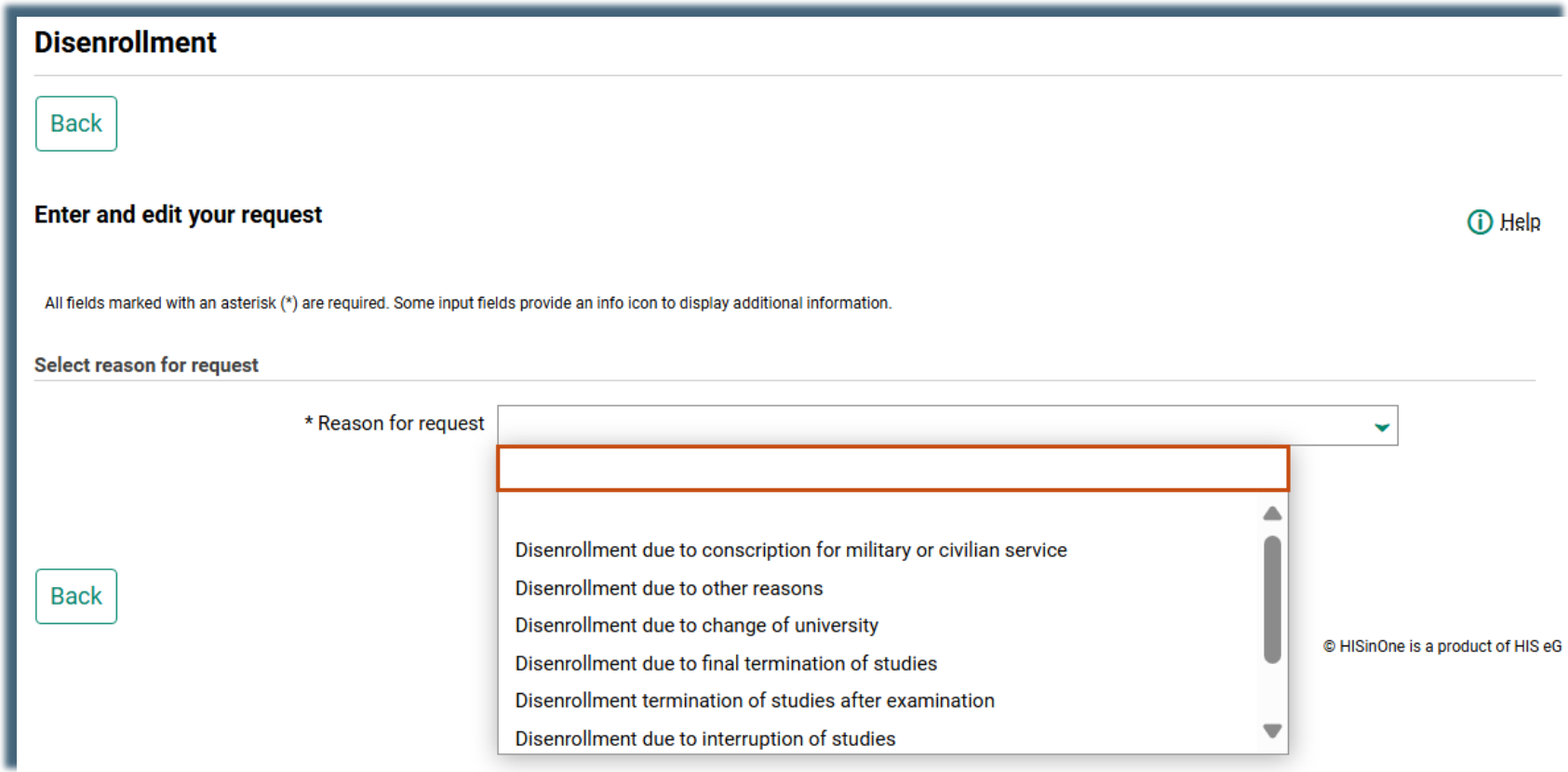
Withdrawing “De-Registration” from KIT



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT

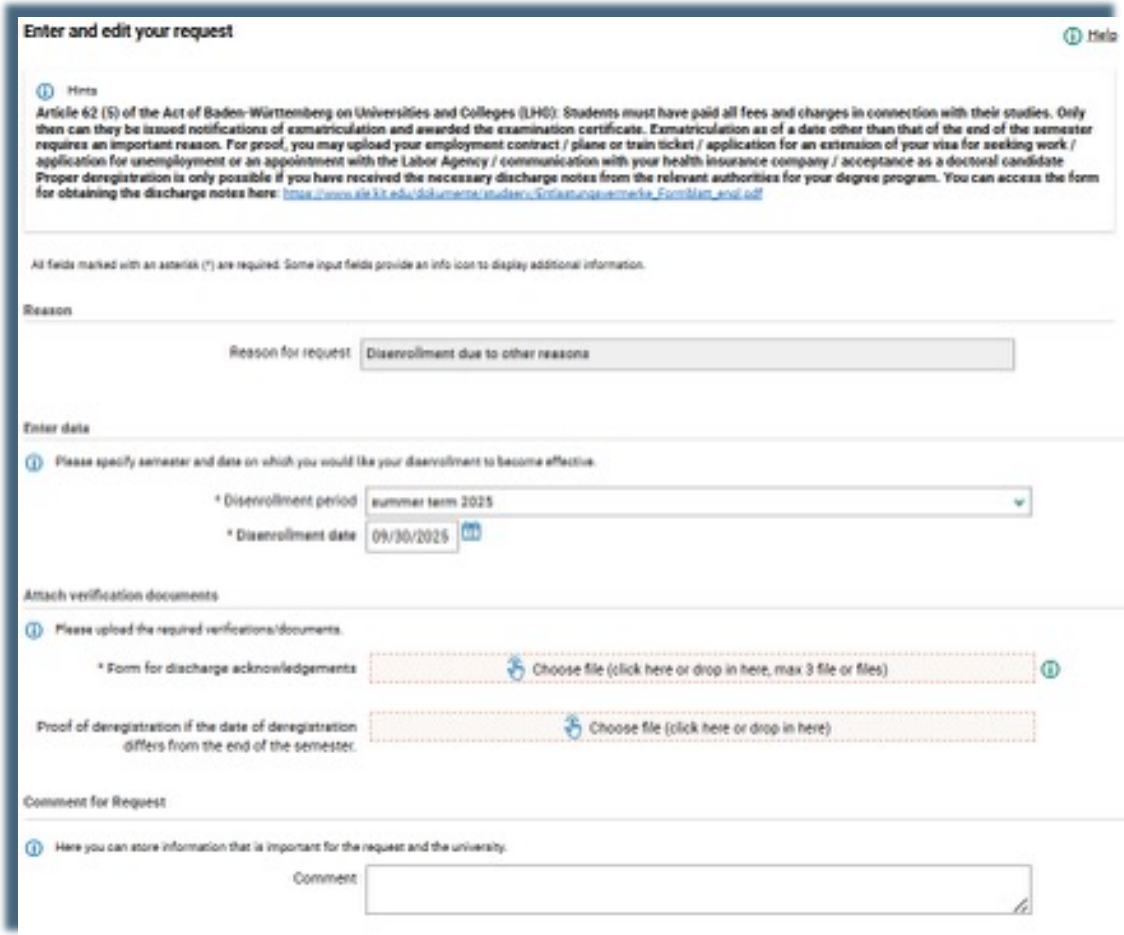
- Fill in the “reason for request” to the best of your ability



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT

- Upload the signed „Discharge Note“



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Withdrawing “De-Registration” from KIT

- **Withdrawing 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

- **What happens if I do not withdraw from KIT?**
  - ⇒ Your official certificates are blocked until you properly withdraw
    - e.g. such as your ToR

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Before your departure from Karlsruhe

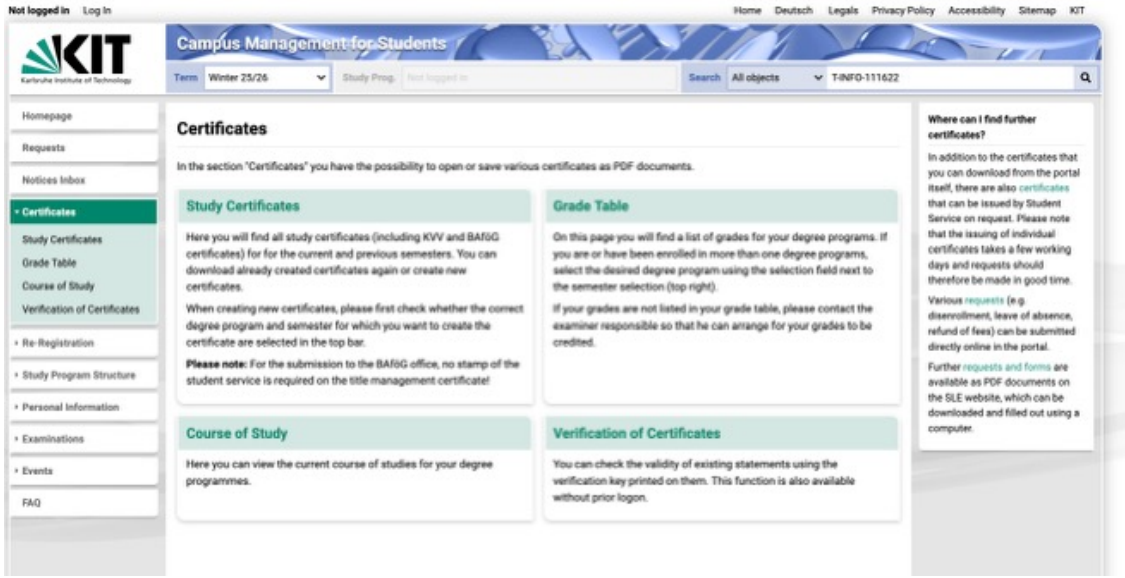
De-registration at the Citizen Offices

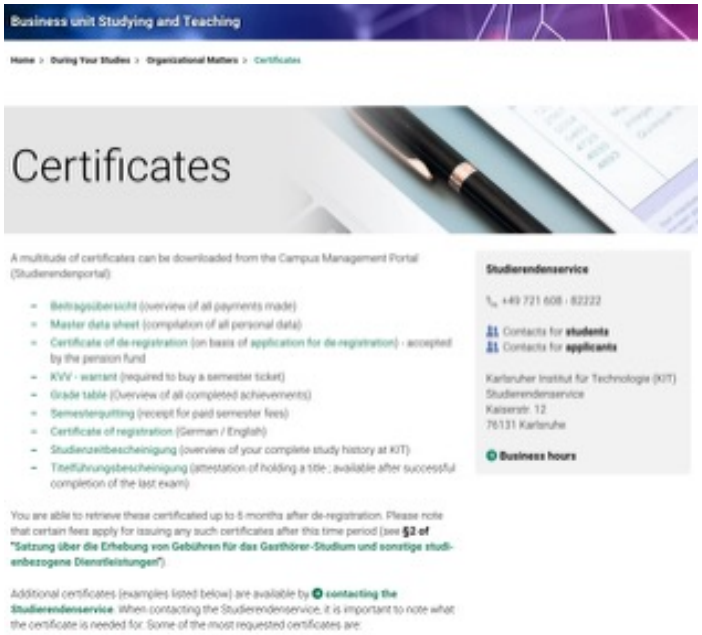
- Contact is IStO
  - Before your departure for home, you should notify the local authority of your residential town (e.g. Karlsruhe) that you are leaving Germany
    - This can be easily done at the “Bürgerbüro” responsible for the district you live in
    - Detailed information about the services of 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)

- Accessing and issuance of ToR:
  - you can printed out from CMS while enrolled and up to 6 months, if you have properly De-Registered from KIT
  - issued by KIT Business unit Studium und Lehre website (SLE) after 6 month from your withdraw from KIT

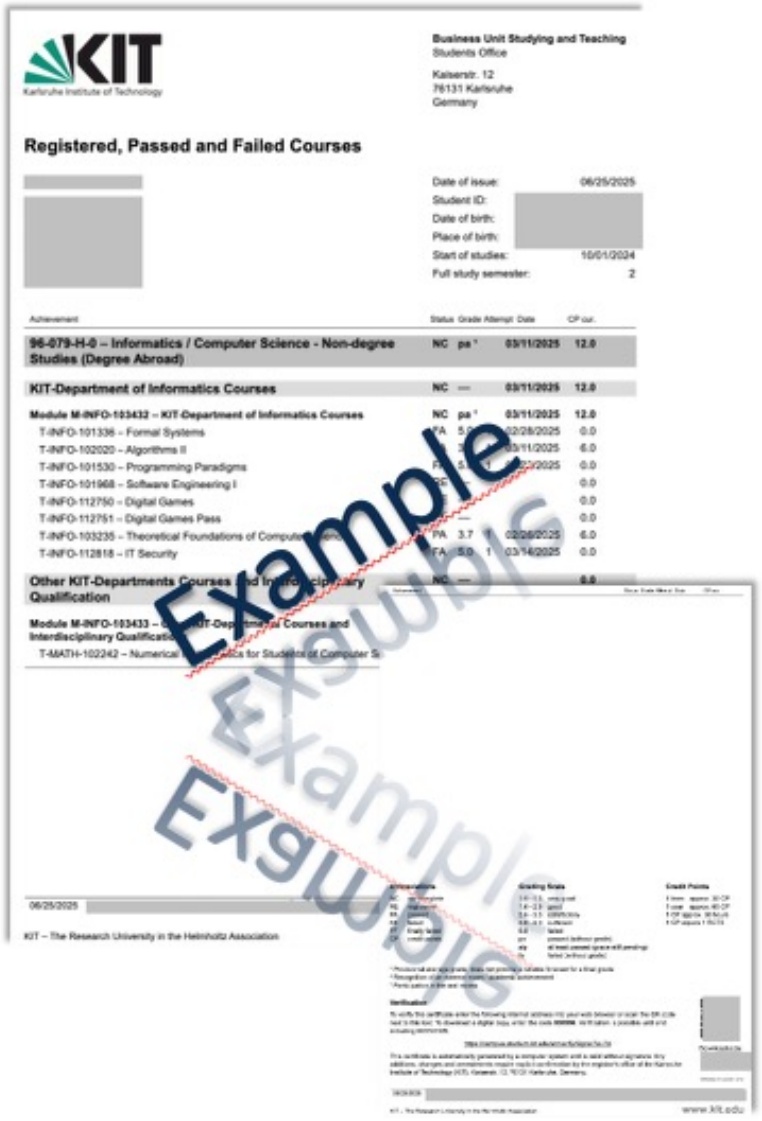




ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

TRANSCRIPT OF RECORDS (TOR)

- Here is an example of a Transcript of Records

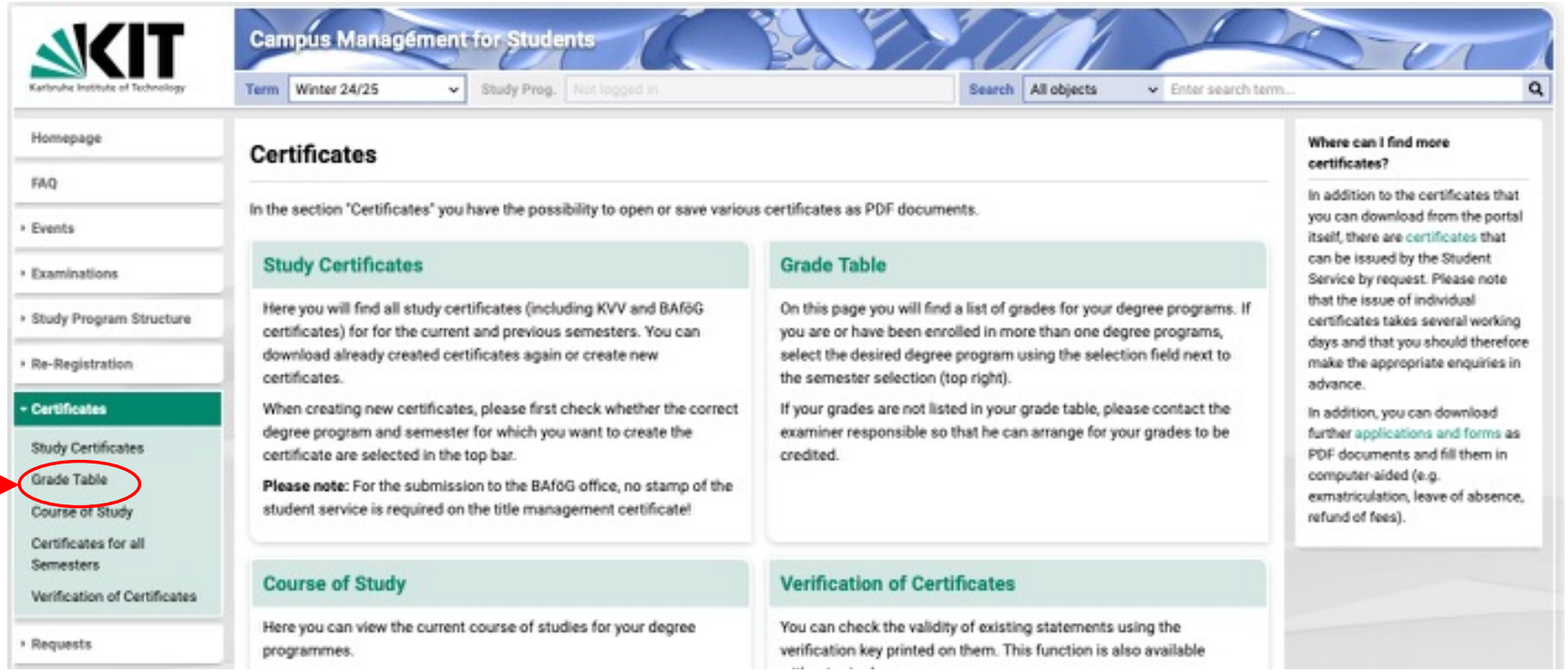


ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the first six months

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

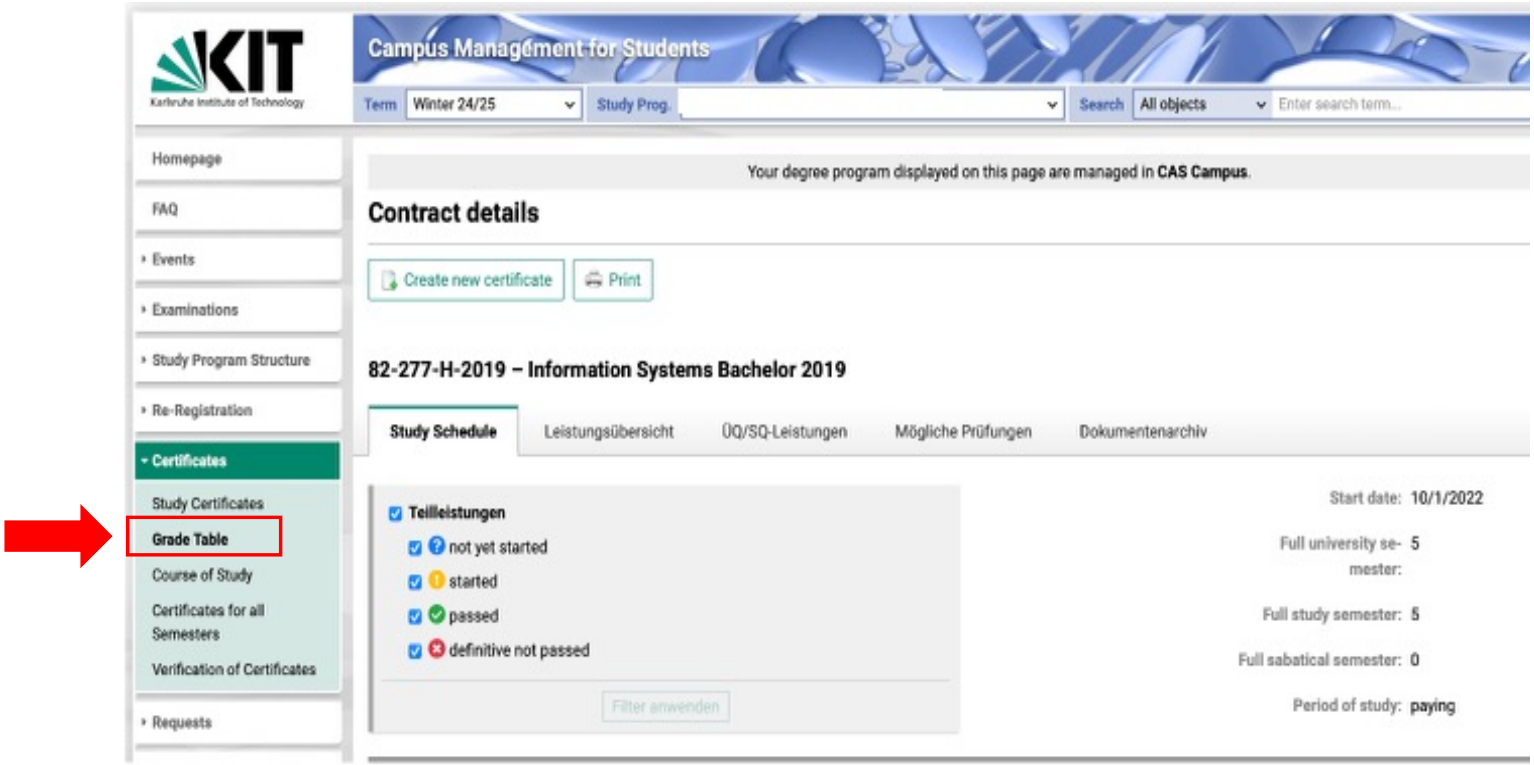
Transcript of records (ToR)



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the first six months

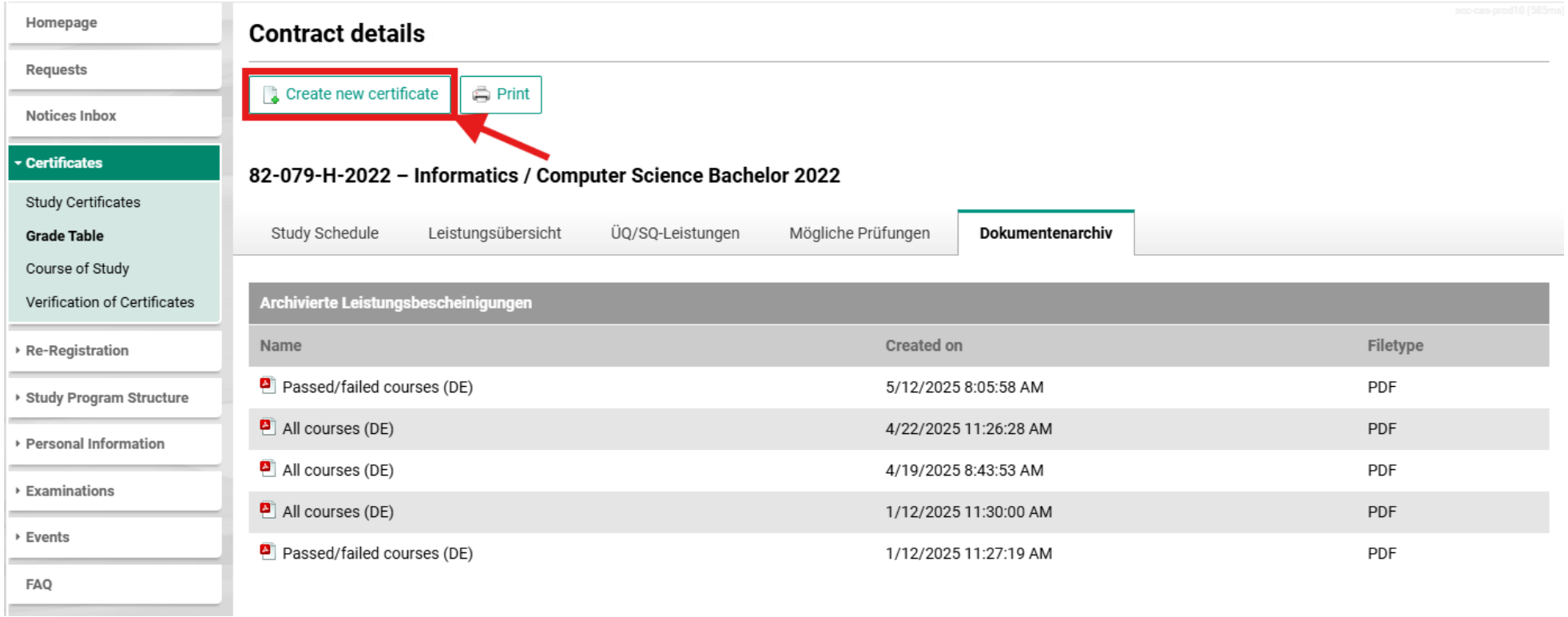
- Select “Grade table” and create a new certificate



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the first six months

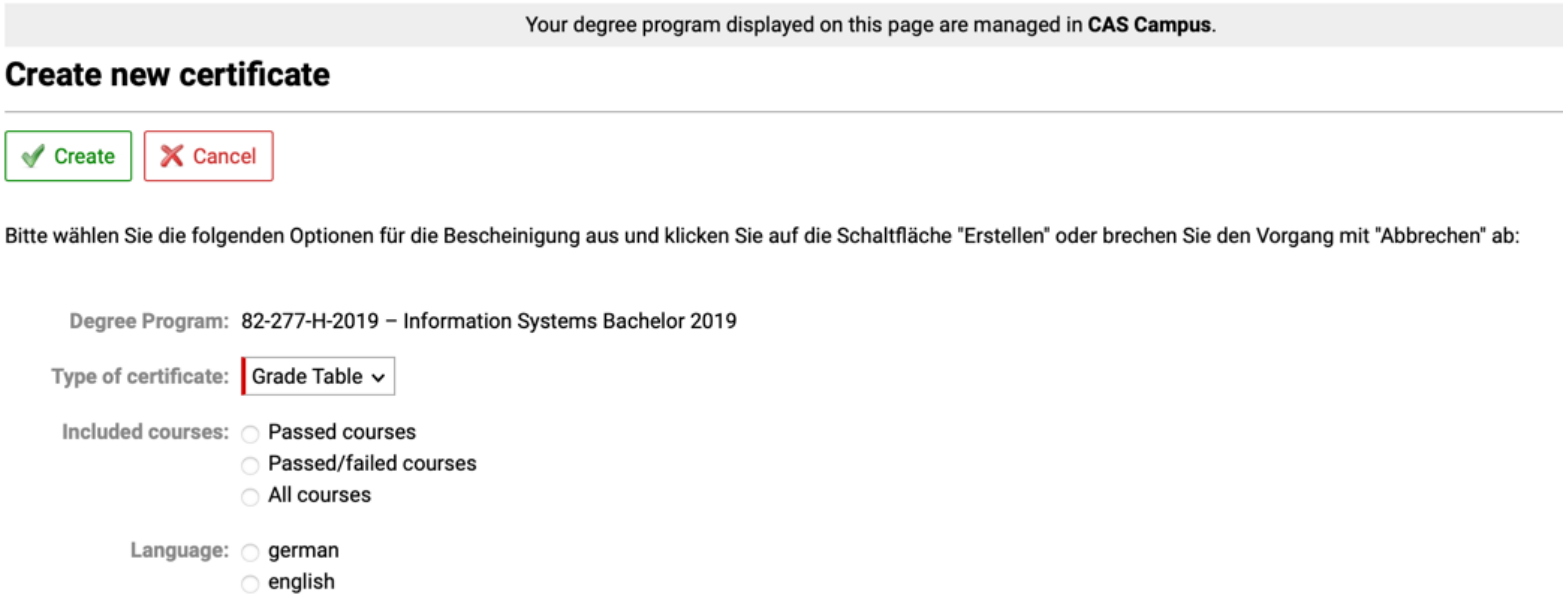
- Select “Grade table” and create a new certificate



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the firs six months

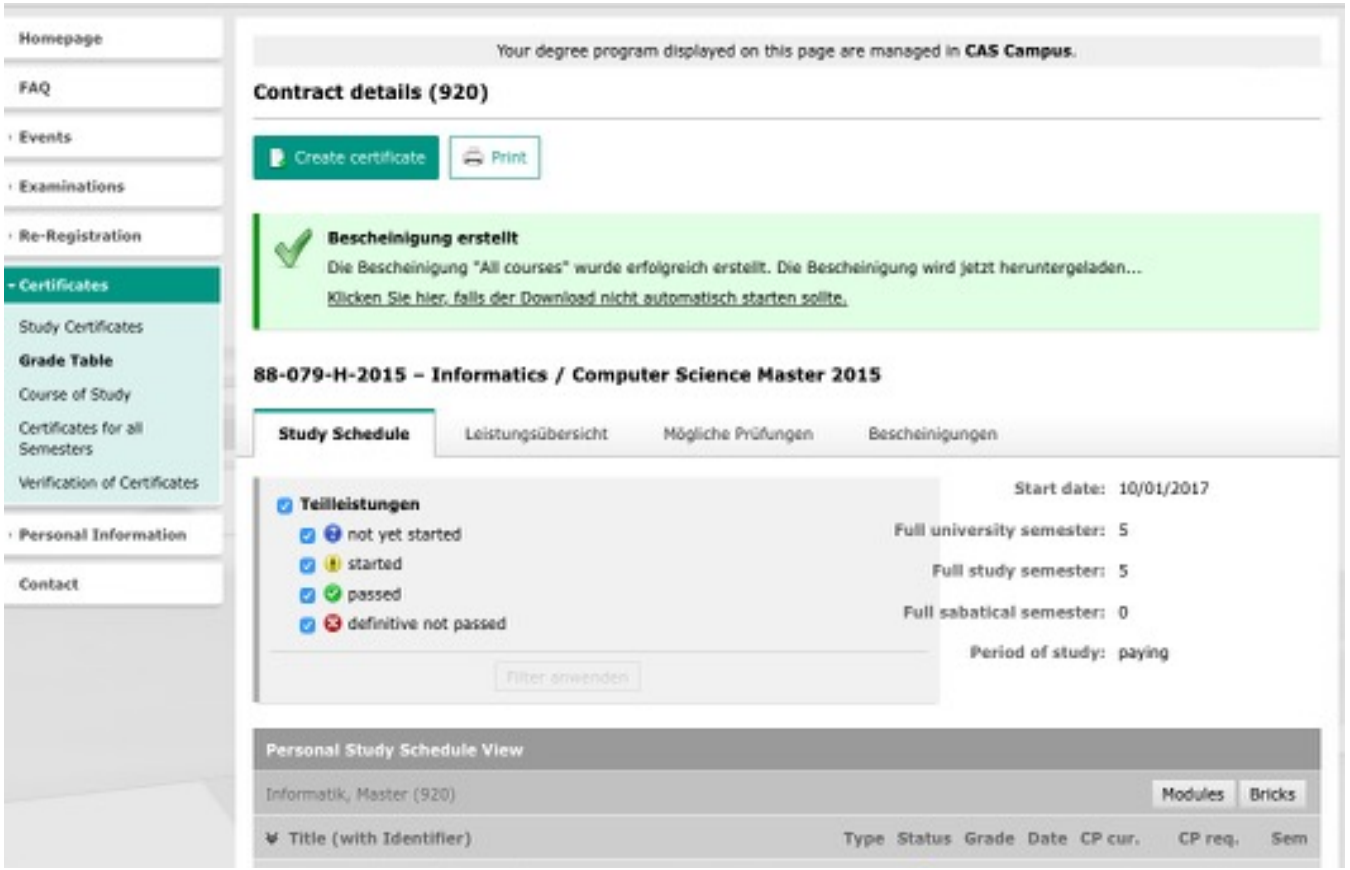
- While creating your certificate please select all the data necessary:
  - Form
  - Included courses
  - Language



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the firs six months

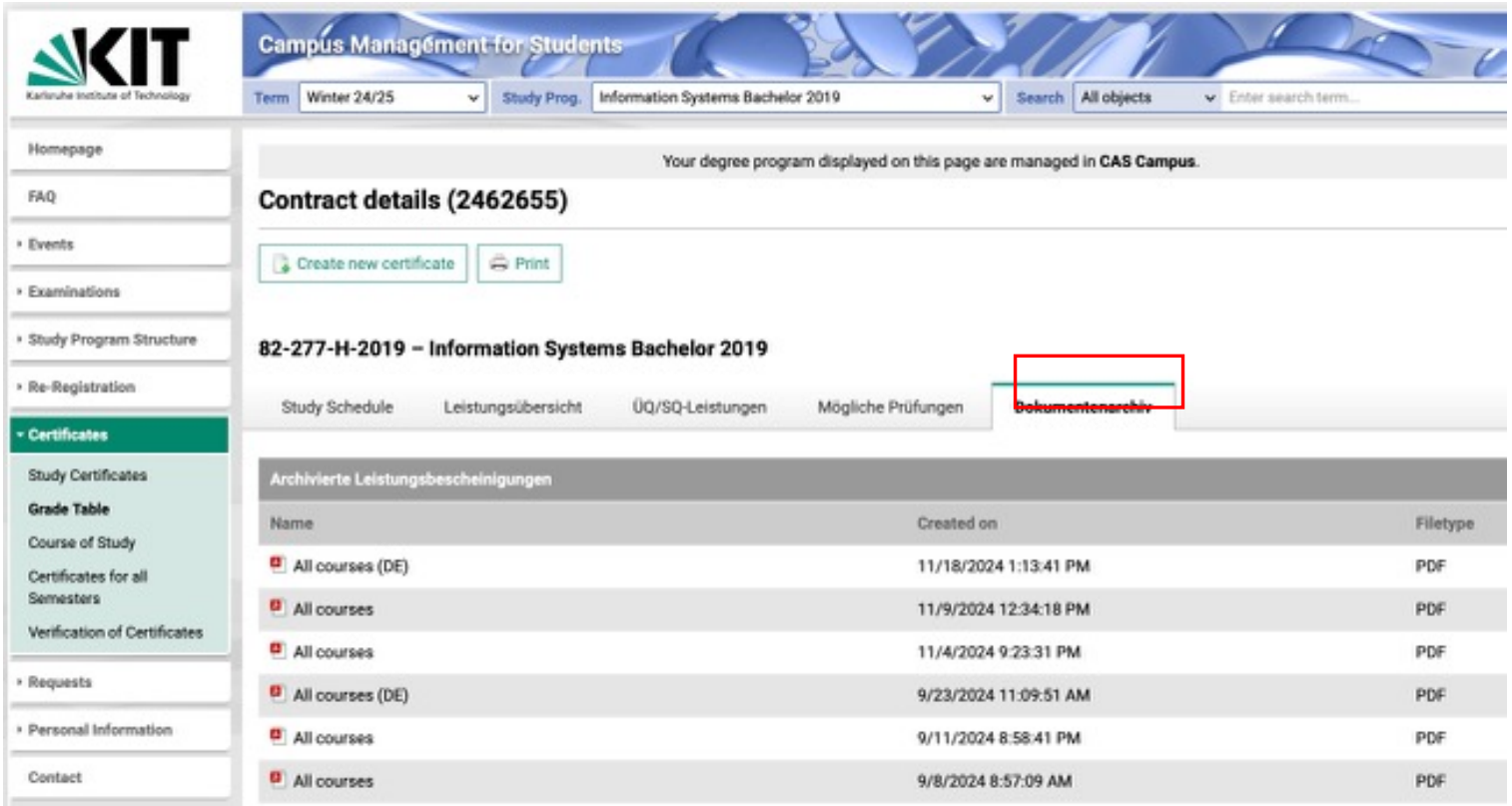
- At the end please click on „Create“. Then your certificate has been successfully created and will be downloaded



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: Within the firs six months

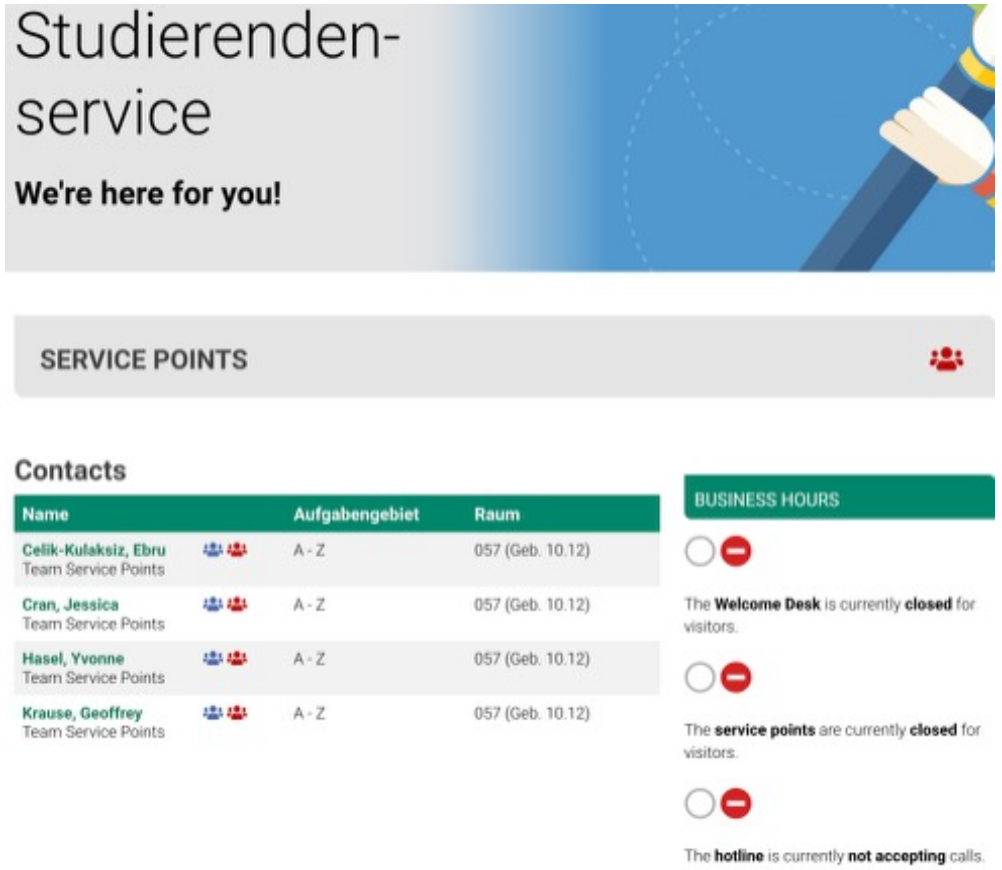
- In “Dokumentenarchiv” you can also see and download the previous generated certificates



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: more than the six months after withdraw

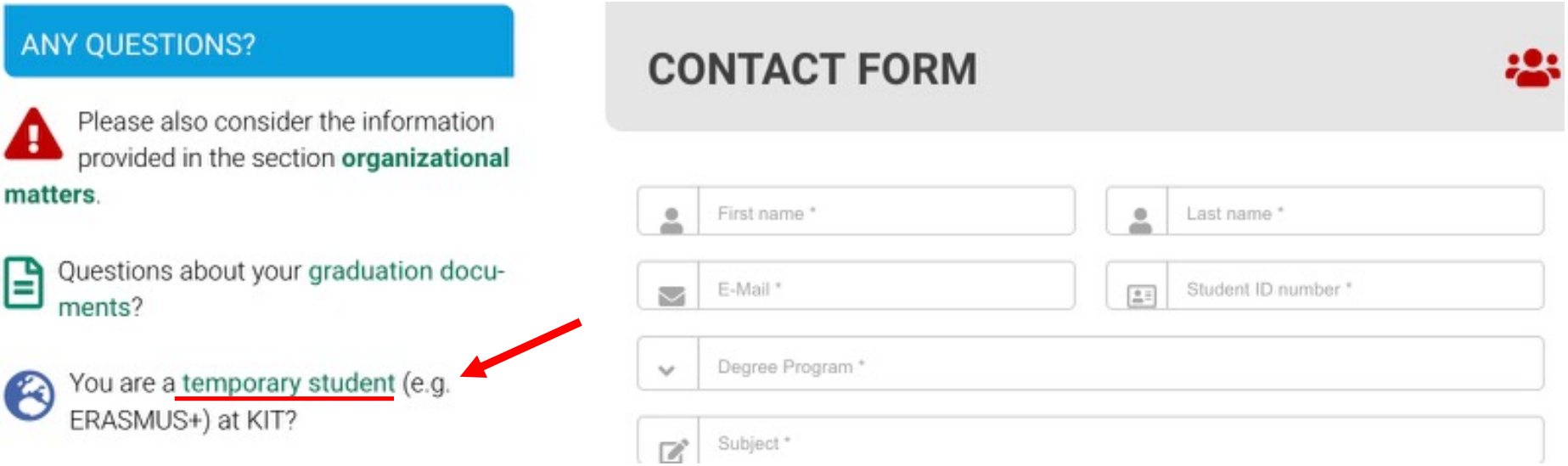
- https://www.sle.kit.edu/english/wirueberuns/studierendenservice_team5.php



ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: more than the six months after withdraw

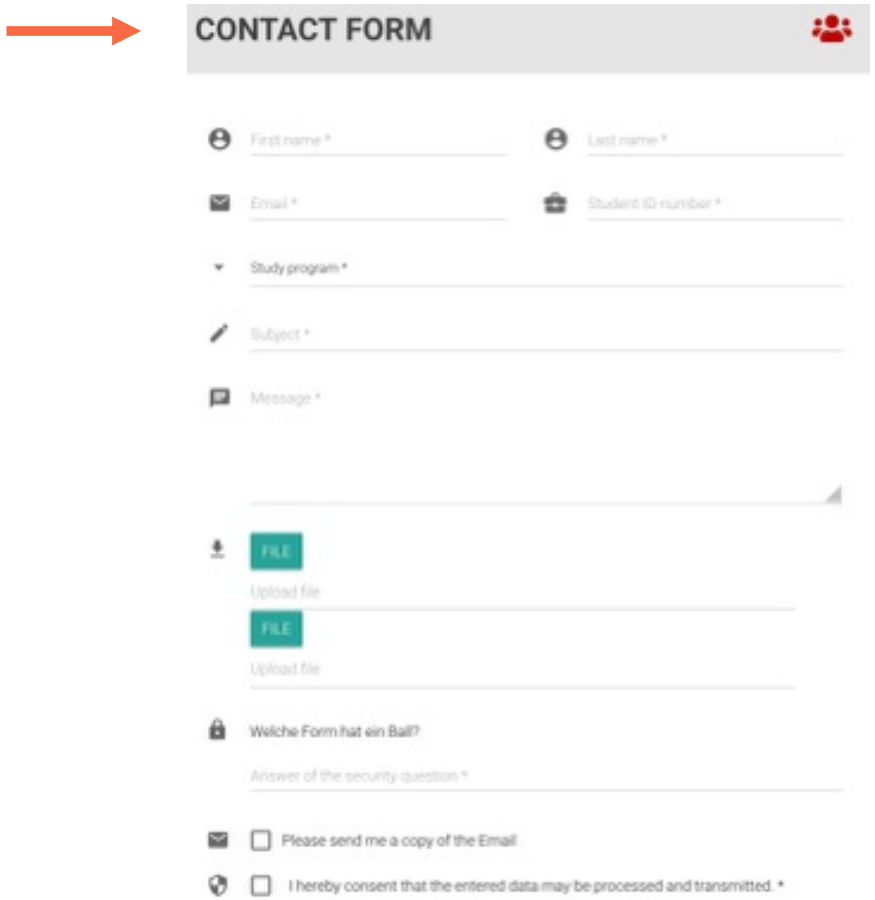
- Please select on “You are a temporary student (e..g. ERASMUS+) at KIT?”



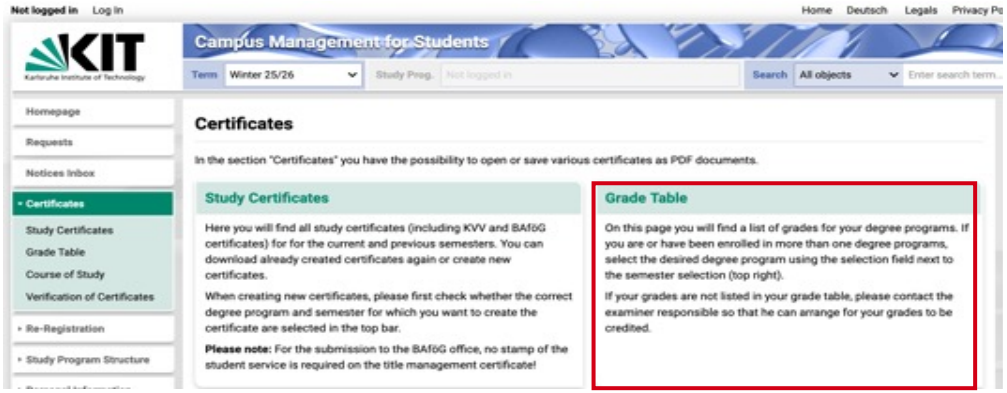
ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

ToR: more than the six months after withdraw

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



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

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

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 (brick) number
  - The certificate for your registration for the exam
  - The date and time of the exam

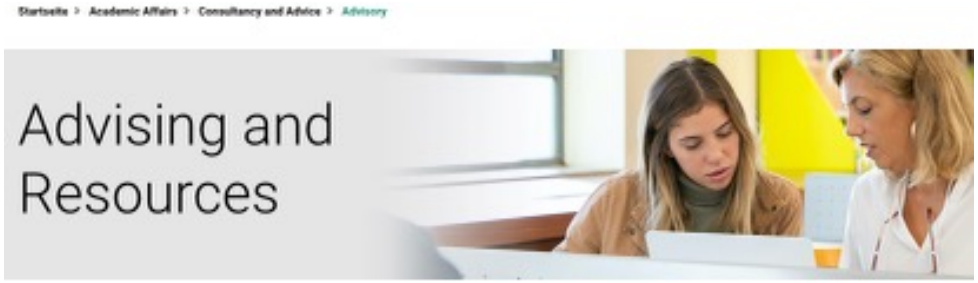
Language Course and HoC Certificate

- 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
  - For more information read Interdisciplinary qualifications (key competences)

Points of contact and support

6

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

- IStO - 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*
- MINTernship 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*

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php

Points of Contact International

Department /Resource	Services & Resources	Student type	QR Code
International Affairs Degree Seeking Admissions Team	enrollment, visas, and entry requirements, deferral of studies	degree seeking	
IStO Welcome & Integration - Degree Seeking	Pre-semester course (degree), Start of Studies for Internationals, Buddy Program, Student Support, Refugee advising services, volunteering, etc.	all	
Studienstart International - Information offer on ILIAS	Resource materials, videos, …	all	
International Student Hub	• study-related questions and for everyday issues • individual counseling in exceptional and emergency situations • referral counseling and peer to peer (anonymous on request)	all	
International Student Center at Studierendenwerk	Social & Refugee counseling, events, mentoring, accommodation, etc..	all	
Career Service and Alumni	Job market, internship search, prospects, career entry and preparation recources, advising, event, including: • Homepage International Career Service • Events, Talks & Workshops in English getting you into your job in Germany • Job market and company information • Application tips and templates for CVs and motivational letters for german standards • CV Checks and Coachings • Special events	all	Career Service and Alumni event calendar

Additional Points of Contact

Department /Resource	Services & Resources	Student type	QR Code
Student Advisory Services (ZSB) - Zentrale Studienberatung	Advising for students who are thinking about switching majors or withdrawing /dropping out, need support due to unexpected circumstances Clearing-Sprechstunde, etc.	all	
KIT Business unit Studying and Teaching (Studierendenservice (SLE))	Central Office for Student Fees (Gebühren), Certificated, Organization including: KVV – Bescheinigung / Warrant, renewal of matriculation & De-registration / Withdraw, Transcript of Records (ToR), Campus Management Portal (Student portal)	all	
AStA - Allgemeiner Studierendenausschuss:	constituted student body, services, student-run organizations, Social counselling, equal opportunities, queer counselling, international student	all	
Studierendenwerk Karlsruhe	provides support in topics such as: BAföG, scholarship & loan advice, residence hall and room placement, Social, legal & psychotherapeutic counseling, Studying with a child, etc	all	

Points of Contact

Department /Resource	Services & Resources	Student type
Studierendenwerk Karlsruhe - **International Student Center**	social counselling services, events, mentoring, language tandem, etc	all
Studierendenwerk Karlsruhe PBS - Psychotherapeutische Beratungsstelle:	anonymous counselling services and crisis intervention which is open to all students, partners, fellow students, relatives • **Therapy sessions:** for diagnostic, information and therapeutic help (• **Workshops:** on study-related topics (e.g. stress management and meditation techniques, work and study-related difficulties, coping with fear of speaking). • **Info-material:** further information about their services as well as materials on different topics for you to download here. In addition, you will find a list of helpful books by clicking on Book Tips	all
Additional anonymous counselling services	▪ **Nightline Karlsruhe**: www.nightline-karlsruhe.de • Confidential telephone support by students for students ▪ **Telefonseelsorge** (Crisis Hotline): www.telefonseelsorge.de • Free and available 24/7 ▪ **Brücke Karlsruhe**: bruecke-karlsruhe.de • Counseling, crisis support, pastoral care	all

Mentoring
Get-Together
Game night
hangout and chill
with other students
16. Dezember 2025
at 5:45pm
in Building 50.34, Room 131
© VolkaArt

Q&A

Thank you for your time!

Have a great winter break and start to the new year!

Good Luck with your Exams!

- On our Info^2 Website you will find event archive with:
  - PDF of the slides
  - Link to Video

ISRT: "Fit for exams and returning home" (Winter semester 25-26)
https://www.informatik.kit.edu/english/10509.php