

ISRT: Fit for exams and returning home

9 December 2025

KIT Department of Informatics
Informatics Study Program Service (ISS)

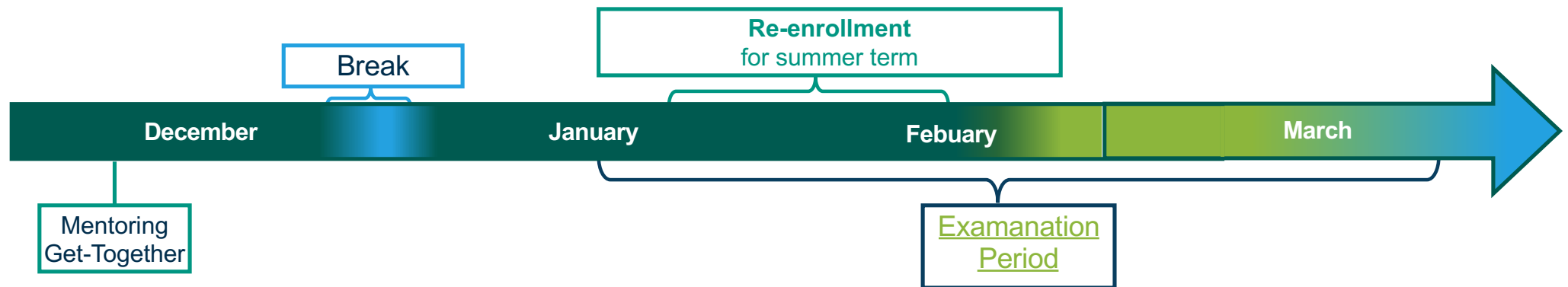


Agenda

1. Welcome and Overview to today workshop
2. Overview of Exams
 - Exam Registration and Withdrawal
 - Exam Preparation
 - 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



KIT- Academic Calendar



- **Events(Info², Mentoring Events and eezi) including:**
 - [Mentoring Get-Together](#) on 16 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 February**
- **[Examination Period](#):** Many exams take place during the lecture free period from February to the end of March

Overview to Exams:

- Date and times
- How to register and withdraw

2.a

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](#)



Home | Stamp | Kontakt | Impressum | Datenschutz | Barrierefreiheit | KIT | EN

Die Fakultät | **Studium** | Wissenschaftliche Qualifikation | Forschung | Karriere

KIT-Fakultät für Informatik

Startseite > Studium > Studienorganisation > Klausurtermine

Verbindlich sind Daten und Uhrzeiten der Prüfungsveranstaltungen in CAS! Bitte schauen Sie wenige Tage vor einer Klausur unbedingt Tag und Zeit noch einmal direkt bei der Prüfungsveranstaltung in CAS nach.

The 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.

Pflichtklausuren Bachelor Informatik WS 25/26/ Mandatory Exams Bachelor's Degree in Informatics WS 25/26

Titel	Datum	Zeit
Programmierparadigmen	20.09.2026	08:00
Grundlagen der künstlichen Intelligenz: Achtung Termin wird verlegt	27.09.2026	08:00
Informationssicherheit	24.02.2026	08:00
Einführung in Rechnernetze	13.03.2026	14:30
Datenbanksysteme	23.02.2026	12:00
Theoretische Grundlagen der Informatik	27.02.2026	08:00
Betriebssysteme	17.03.2026	12:00
Softwaretechnik I	11.03.2026	11:00
Digitalechnik und Entwurfverfahren	09.03.2026	08:00
Algorithmen I	31.03.2026	11:30
Grundbegriffe der Informatik	03.03.2026	08:00



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 in CMS

Not logged in Log In Home Deutsch Legals Privacy Policy Accessibility Sitemap KIT

KIT
Karlsruhe Institute of Technology

Campus Management for Students

Term: Winter 25/26 Study Prog.: Not logged in Search: All objects T-INFO-111622

Homepage
Requests
Notices Inbox
Certificates
Re-Registration
Study Program Structure
Personal Information
Examinations
Events
Course Catalog
Audience Circles
Extended Search for Events
Booking of Events
Event Favorites
Timetable and Calendar Overview
Internet Calendar (WebCal)
FAQ

Brick: T-INFO-111622 – Data Science 1

Brick Details Further information

Identifier: T-INFO-111622 Grade scale: third grades
Title: Data Science 1 Credit points: 5.0
Version: Version 3
Degree Program: All Degree Programs
Recurrence: Each winter term
Exam type: Written examination
Replaces: M-INFO-100768 / T-INFO-101305
Prerequisites: Following precondition must be fulfilled:
▪ Brick "T-INFO-101305 – Big Data Analytics" must be not started yet.

Exams (WS 25/26)

Exam no.	Title	Examiners	Examtype
7500289	Data Science 1 & Data Science 2	Böhm, Schäfer, Nowack, Friedrich, Kalinke	oral exam

Brick executives

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Campus Management for Students

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Prüfung: 7500289 – Data Science 1 & Data Science 2 (WS 25/26)

iCal-Export Drucken

Prüfungsdetails Anmeldung

Prüfungsnummer: 7500289 Leistungsart: Mündliche Prüfung
Titel: Data Science 1 & Data Science 2 Semester: Wintersemester 2025/2026
Organisatorisches: Selbststudium aus den Unterlagen des Vorjahres.
Kein ILIAS Kurs
Beschreibung: Selbststudium aus den Unterlagen des Vorjahres.
Kein ILIAS Kurs

Termine

Datum	Zeit	Raum	Notizen	Beginn
Do, 26.02.2026	08:45 - 11:45	50.34 Raum 301	Herr Kalinke nimmt mündliche Prüfungen ab	
Mo, 23.03.2026	08:30 - 11:45	50.34 Raum 301	Herr Kalinke nimmt mündliche Prüfungen ab	

Prüfer/innen

Exam Registration in CMS

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

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

The image displays two screenshots of the KIT Campus Management for Students (CMS) interface. The left screenshot shows the 'Examinations' section in the sidebar, which is highlighted with a red box. The main content area shows the 'Exam Registration and Unregistration' page, which includes instructions on how to register for examinations and view your examination registrations. The right screenshot shows the login prompt for the 'Exam Registration and Unregistration' page, which includes a 'Log in with KIT account' button and a 'Safety advice' section.

Not logged in Log in

KIT Karlsruhe Institute of Technology

Campus Management for Students

Term Winter 25/26 Study Prog. Not logged in Search All objects Enter search term...

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

Examinations

In the 'Exams' section you can register for examinations and view your examination registrations. Only the Student Service Center (SSC) can provide binding information on how to register for and deregister from examinations.

Using your study schedule, you can see in which system (HIS-POS or CAS Campus) you are administered. You will find the page if you click on the button for [examination registration and deregistration](#).

Ihre auf dieser Seite dargestellten Studiengänge werden in HIS-POS verwaltet.

Ihre auf dieser Seite dargestellten Studiengänge werden in CAS Campus verwaltet.

Please also note the notices of the institutes regarding your exams.

Exam Registration and Unregistration

Here you can use the structure tree of your degree program to register to examinations and, if necessary, also unregister.

In order not to endanger your examination procedures, please register for examinations as early as possible so that you have enough time to correct any errors that may occur. In the "Further information" section of the specific examination event, you can find out how to proceed if there are any problems registering for this examination. If you do not find any information here, please contact the examiner responsible directly. Depending on the type of problem, there are different recommendations for action and alternative scenarios which can then take effect.

Information about Registered Examinations

Here you can find information on the checks for which you have successfully registered.

Information about Unregistered Examinations

Here are examinations listed, from which you have unregistered.

Exam Registration and Unregistration

For this page it is required that you log in. Please log in to the 'Shibboleth Identity Provider' of the SCC with your KIT account (u****) and your password.

[Log in with KIT account](#)

What is the 'Shibboleth Identity Provider' of the SCC?

Safety advice: To ensure you are logged off from all services used with Shibboleth after use you should quit your browser. This is especially important for public used PCs. Having problems to log in? Forgot your password? Please refer to the [SCC ServiceDesk](#) if.

Is this your first time you use your account? Please [activate](#) your account first.

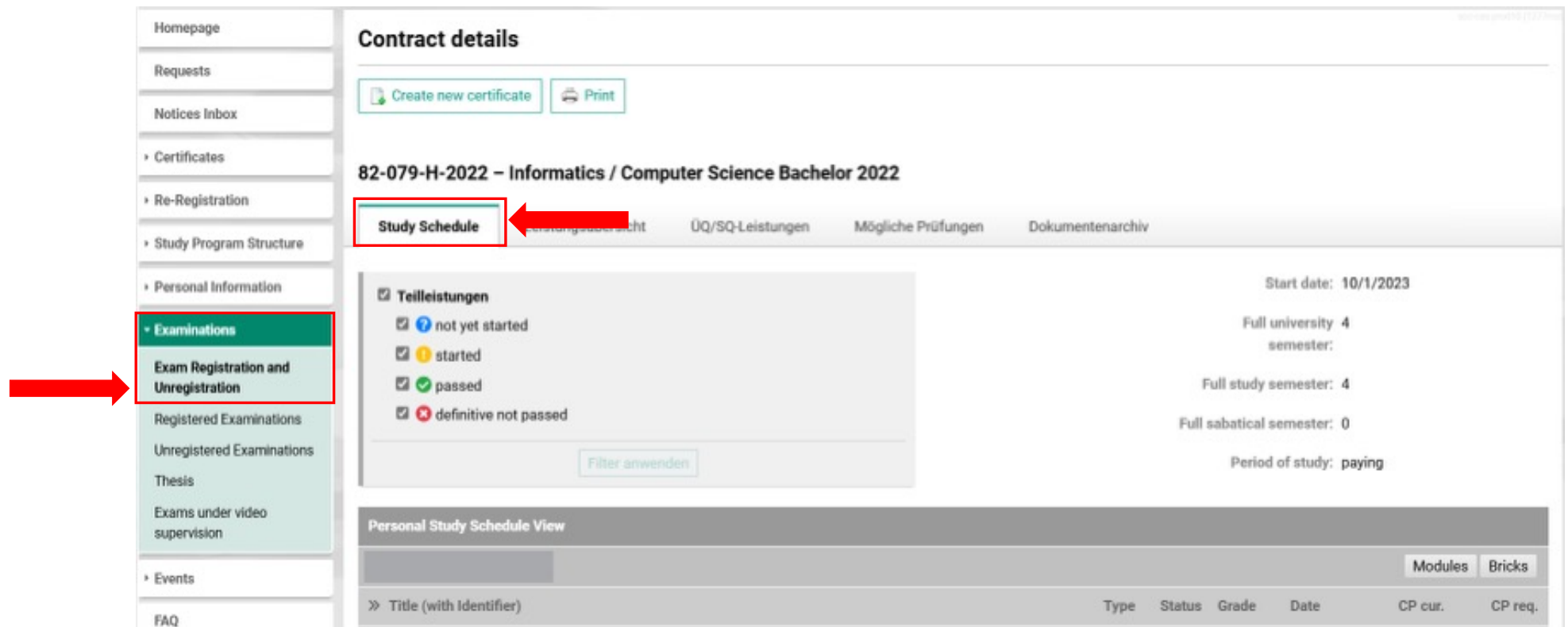
☐ Do not show this page on this computer anymore, instead always redirect to the 'Shibboleth Identity Provider' of the SCC.

and the label (e.g. 'Bachelor 2015 Computer Science') of your current and past degree programs. Use this drop-down box to select the desired degree program for examination registration and for the creation of specific certificates. You can also select the degree program in which you no longer actively study. These are displayed in gray and italics.

The identification of the degree program in which you were last enrolled appears at the top and is selected by default. You can also find out the exact name of the degree programme by briefly pointing your mouse at the drop-down box without clicking on it.

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 the '82-079-H-2022 – Informatics / Computer Science Bachelor 2022'. The left sidebar contains a menu with the following items: Homepage, Requests, Notices Inbox, Certificates, Re-Registration, Study Program Structure, Personal Information, Examinations (highlighted with a red arrow), Exam Registration and Unregistration (highlighted with a red arrow), Registered Examinations, Unregistered Examinations, Thesis, Exams under video supervision, Events, and FAQ. The main content area shows the 'Contract details' section with buttons for 'Create new certificate' and 'Print'. Below this, the 'Study Schedule' tab is highlighted with a red arrow. The 'Study Schedule' section includes a list of 'Teilleistungen' (partial performances) with checkboxes for 'not yet started', 'started', 'passed', and 'definitive not passed'. A 'Filter anwenden' button is present. To the right, the 'Start date: 10/1/2023' is displayed, along with 'Full university 4 semester:', 'Full study semester: 4', 'Full sabbatical semester: 0', and 'Period of study: paying'. At the bottom, the 'Personal Study Schedule View' section shows a table with columns: Title (with Identifier), Type, Status, Grade, Date, CP cur., and CP req. The table is currently empty.

Exam Registration in CMS

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

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Campus Management for Students

Term: Summer 2025 Study Prog.: Informatics / Computer Science Bachelor 2022 Search: All objects Enter search terms...

Study Schedule ▶ 82-079-H-2022 – Informatics / Computer Science Bachelor 2022 ▶ Practical Informatics ▶ M-INFO-101178 – Communication and Database Systems

Brick: T-INFO-101497 – Database Systems (2544121)

Brick Details Further information → General View

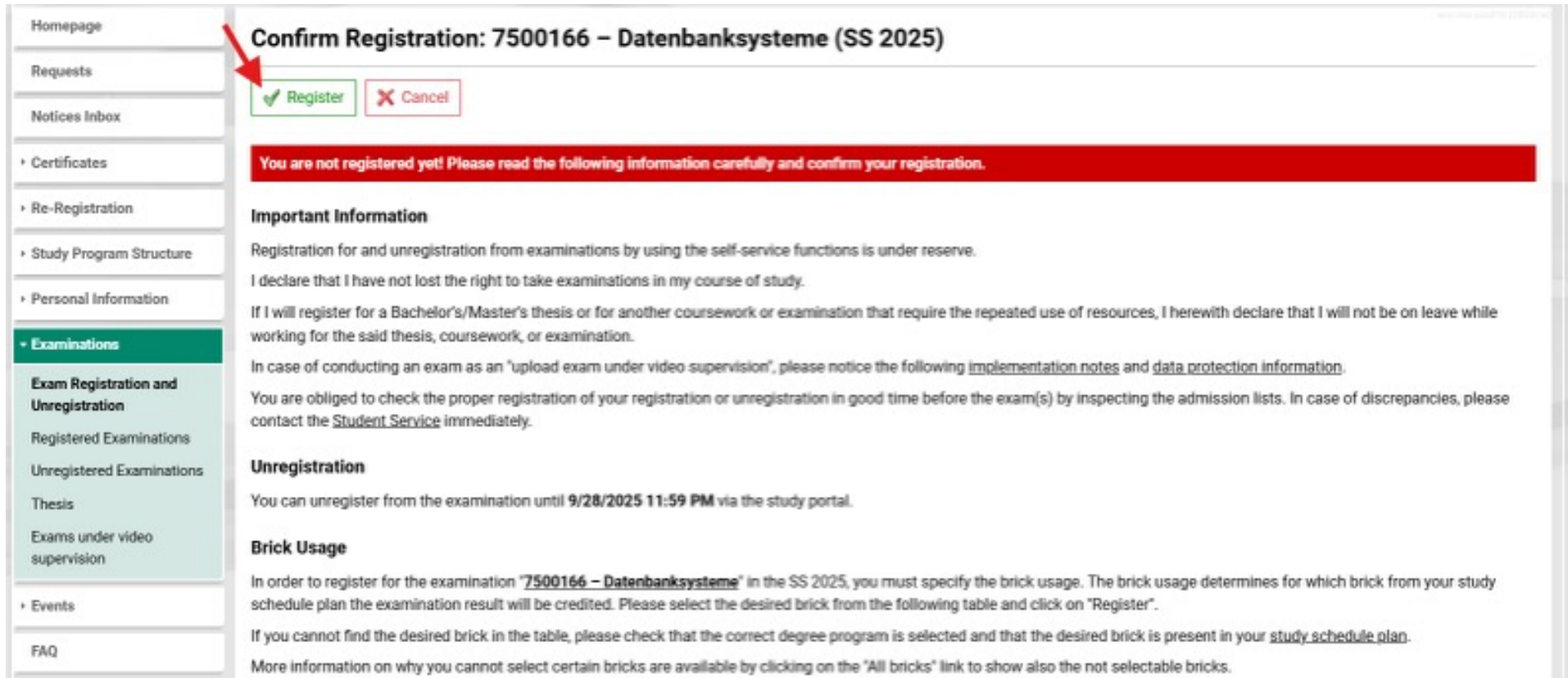
Identifier: T-INFO-101497 Assignment type: Compulsory
Title: Database Systems Grade scale: third grades
Version: Version 2 Credit points (current): 0.0
Degree Program: 82-079-H-2022 – Informatics / Computer Science Bachelor 2022 Credit points (required): 4.0
Module: M-INFO-101178 – Communication and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

▼ Exams (SS 2025)

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

Exam Registration in CMS

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



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

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

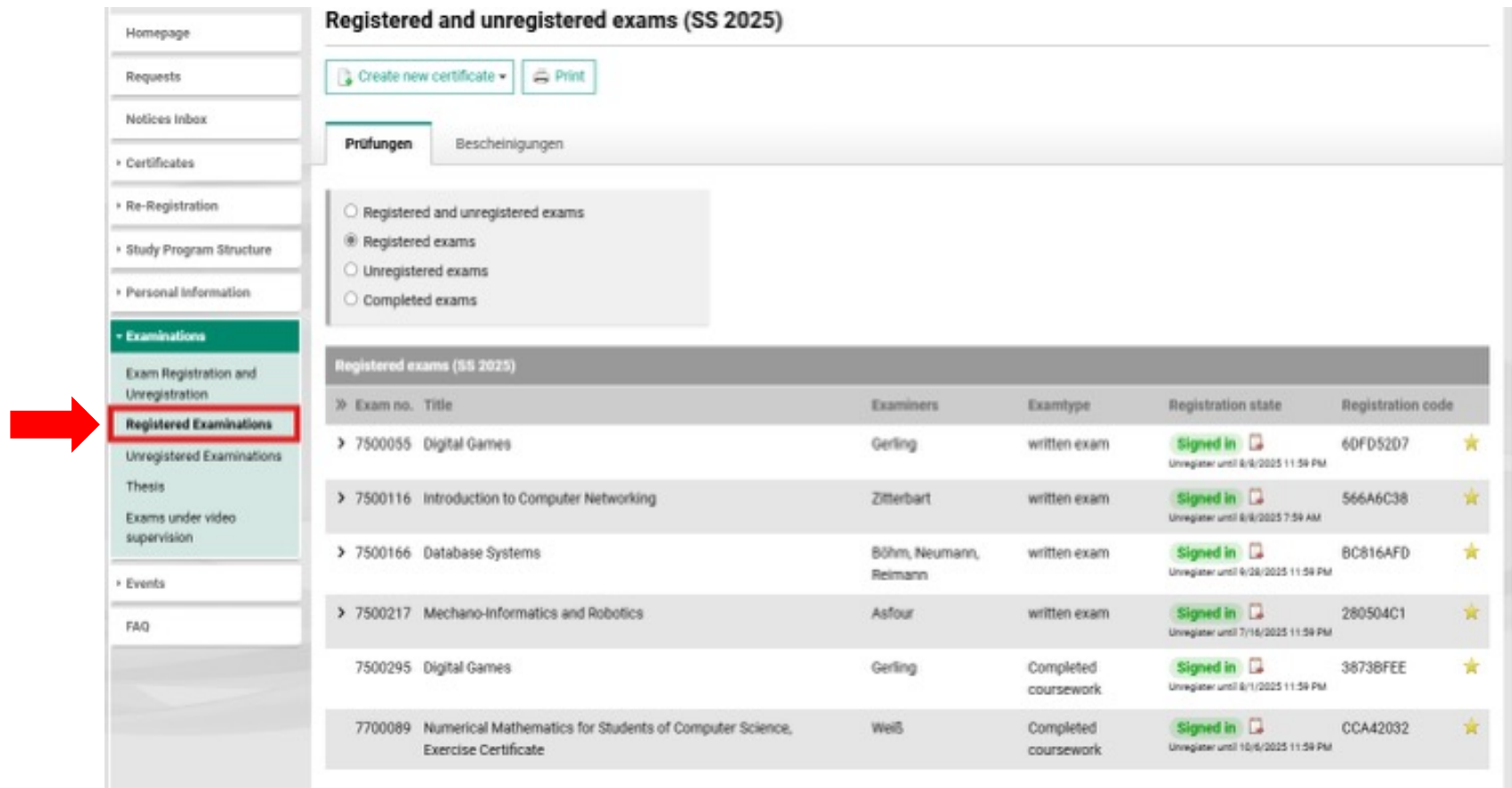
The screenshot displays the CMS interface for exam registration. On the left is a sidebar menu with options like Homepage, Requests, Notices Inbox, Certificates, Re-Registration, Study Program Structure, Personal Information, Examinations (highlighted), Exam Registration and Unregistration, Registered Examinations, Unregistered Examinations, Thesis, Exams under video supervision, Events, and FAQ. The main content area shows the breadcrumb path: Study Schedule > 82-079-H-2022 – Informatics / Computer Science Bachelor 2022 > Practical Informatics > M-INFO-101178 – Communication and Database Systems. The title is 'Brick: T-INFO-101497 – Database Systems (2544121)'. 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 this, the 'Brick Details' tab is active, showing information such as 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, and Status: started. At the bottom, a table titled 'Exams (SS 2025)' lists the exam details. A red arrow points to the 'Signed in' status in the 'Registration state' column.

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

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



The screenshot displays the CMS interface for exam registration. The left sidebar contains a menu with the following items: Homepage, Requests, Notices Inbox, Certificates, Re-Registration, Study Program Structure, Personal Information, Examinations (highlighted in green), Exam Registration and Unregistration, Registered Examinations (highlighted with a red box and a red arrow), Unregistered Examinations, Thesis, Exams under video supervision, Events, and FAQ. The main content area is titled 'Registered and unregistered exams (SS 2025)' and features a 'Prüfungen' tab. Below the tab, there are radio buttons for 'Registered and unregistered exams', 'Registered exams' (selected), 'Unregistered exams', and 'Completed exams'. The main table lists registered exams for SS 2025.

Exam no.	Title	Examiners	Examtype	Registration state	Registration code
7500055	Digital Games	Gerling	written exam	Signed in <small>Unregister until 8/8/2025 11:58 PM</small>	60FD5207 ★
7500116	Introduction to Computer Networking	Zitterbart	written exam	Signed in <small>Unregister until 8/8/2025 7:58 AM</small>	566A6C38 ★
7500166	Database Systems	Böhm, Neumann, Reimann	written exam	Signed in <small>Unregister until 8/28/2025 11:58 PM</small>	BC816AFD ★
7500217	Mechano-Informatics and Robotics	Asfour	written exam	Signed in <small>Unregister until 7/16/2025 11:58 PM</small>	280504C1 ★
7500295	Digital Games	Gerling	Completed coursework	Signed in <small>Unregister until 8/1/2025 11:58 PM</small>	3873BFEE ★
7700089	Numerical Mathematics for Students of Computer Science, Exercise Certificate	Weiß	Completed coursework	Signed in <small>Unregister until 10/6/2025 11:58 PM</small>	CCA42032 ★

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 withdraw 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	

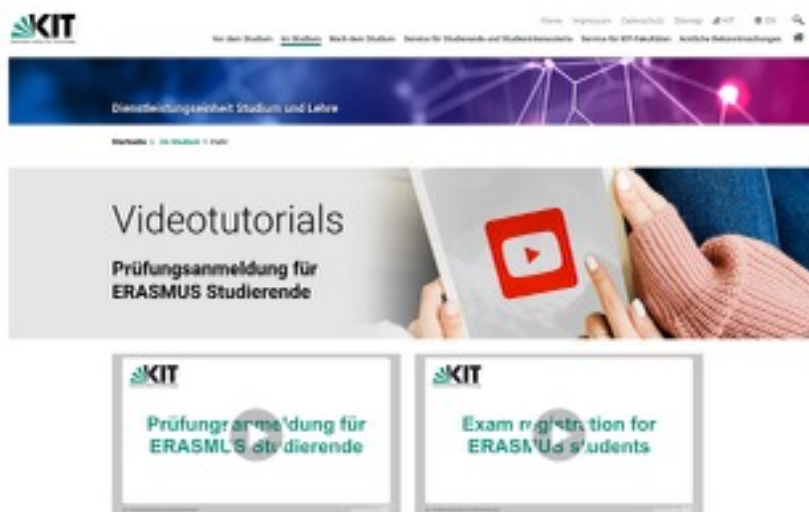
For Exchange students in Other KIT Department: Register for the exam

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>



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**

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

Department /Resource	Services & Resources	Student type
FSMI (Departmental Student Council) and Wi Forum	<ul style="list-style-type: none"> • They are students representatives in the majors of informatics and information systems • Each provides assistance and various services including O-Phase, <u>advising</u> answer queries and advice regarding the major, <u>sells copies of old exams</u>, 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

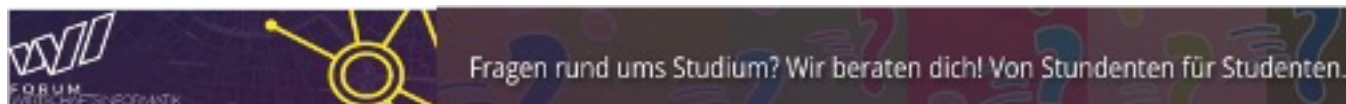


Fachschaft Mathematik Informatik am KIT (FSMI)

- 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](#)

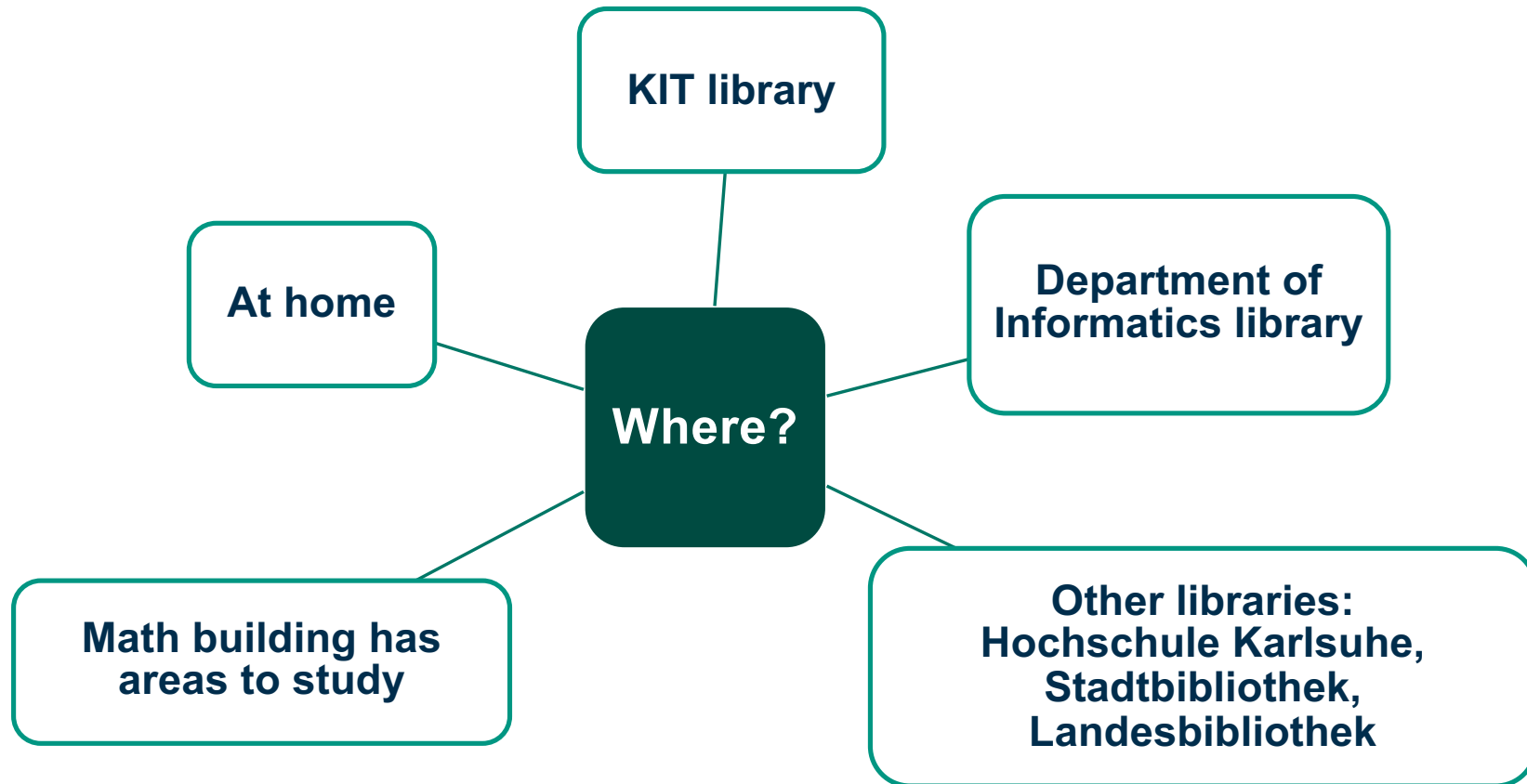
▪ KIT Mathe Info Discord:

- 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



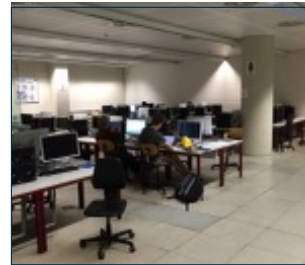
Tips for the exam phase: Places to Study



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)**



Tips for the exam phase: Seatfinder

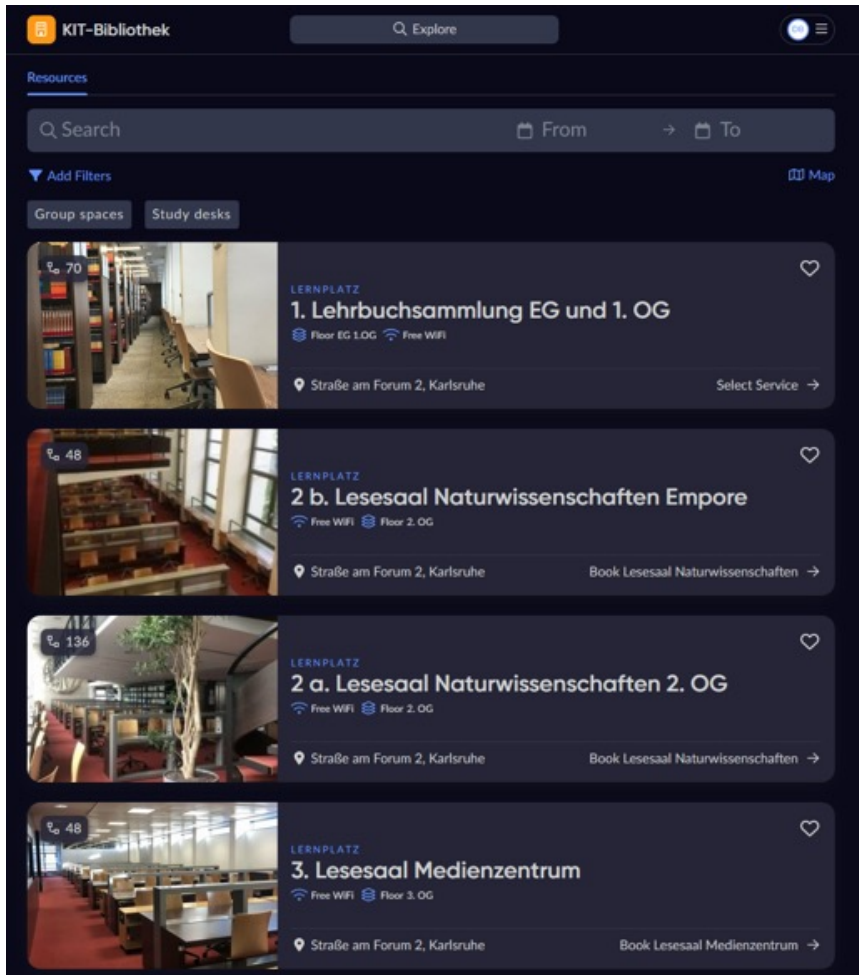
<https://www.bibliothek.kit.edu/freie-lernplaetze.php>

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



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

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

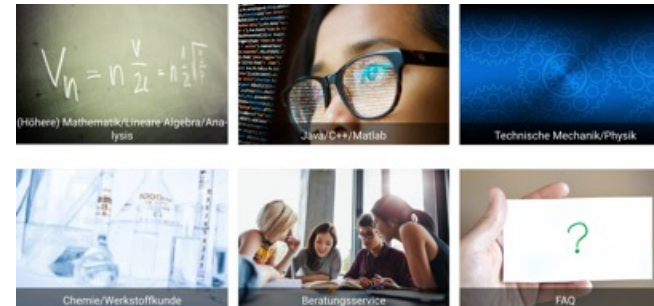
▪ Procrastination	Accountability-Buddy, Divide & Conquer, Distraction Blocking
▪ Getting started	Time Blocking, make a schedule/time plan, Change study location
▪ Lack of discipline	Deadlines, ToDo-Listen, Time Blocking, develop helpful habits
▪ Prioritization	Eisenhower-Matrix, Distraction Delay
▪ Exam 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 Support Resources

- MINT-Kolleg: Pre-semester courses, helpdesk, semester courses, advising, etc

- Many courses are free
- 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



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

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

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

The screenshot shows the website of the KIT Department of Informatics. The header includes the department name and a breadcrumb trail: Startseite > Academic Affairs > Studies Organization > IMQ Studies and Exams > IMQ > Examination achievements / study achievements. The main heading is 'Examination achievements / study achievements'. Below this, there are two columns. The left column is titled 'Examination achievements' and contains text about examinations as defined in the module handbook, a bulleted list of examination types (written, oral, other), a paragraph about grading and repetition, and a note that examinations are distinguished from study achievements. The right column is titled 'FAQs Inhalt' and contains a bulleted list of frequently asked questions, including topics like final theses, graduation documents, medical certificates, recognition of exams, forms, exchange programs, BAföG, certificates in general, application for study programs, double master's programs, CP grading table, minor studies, replacing modules, de-registration or Exmatrikulation, deadlines, special regulations, generative AI, internal transition from Bachelor's to Master's, and exams/dates/review.

KIT Department of Informatics

Startseite > Academic Affairs > Studies Organization > IMQ Studies and Exams > IMQ > Examination achievements / study achievements

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

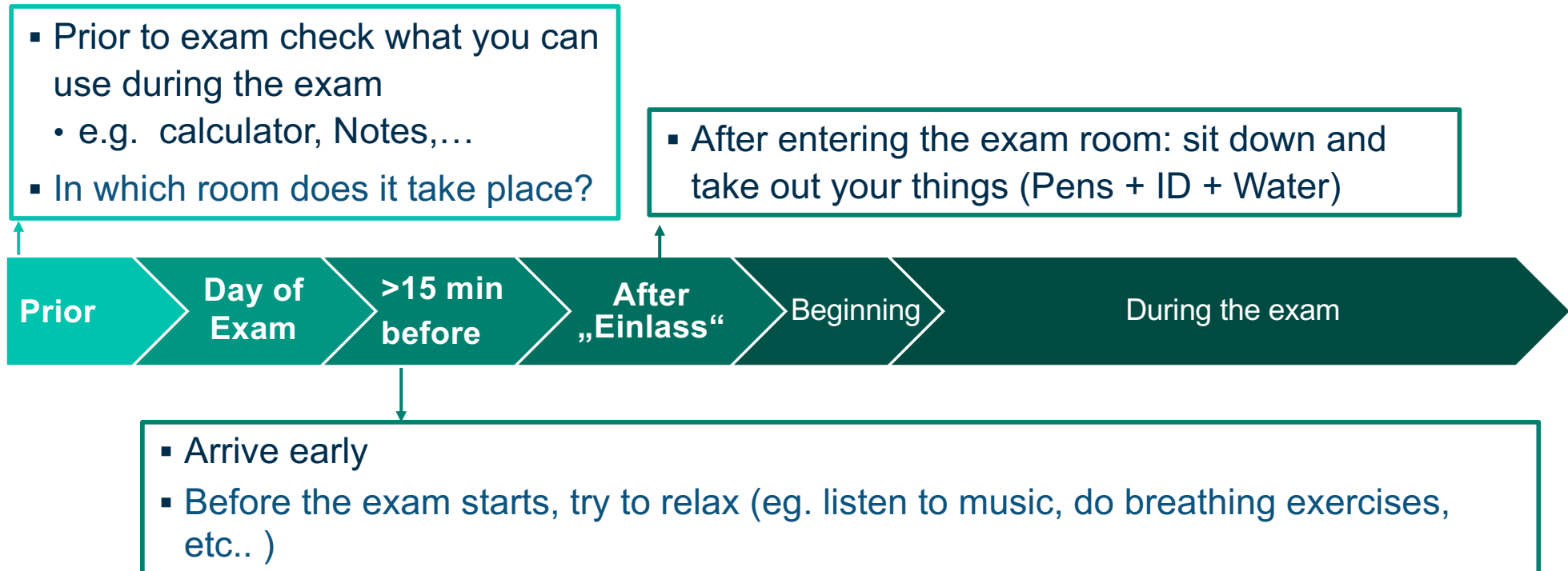
Study achievements are **ungraded assessments** that are usually completed during the course. They can be repeated as often as required and do not have to be of the same type and scope as the first attempt. The workload can be added to the workload of an examination in the same module, even if the study 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!

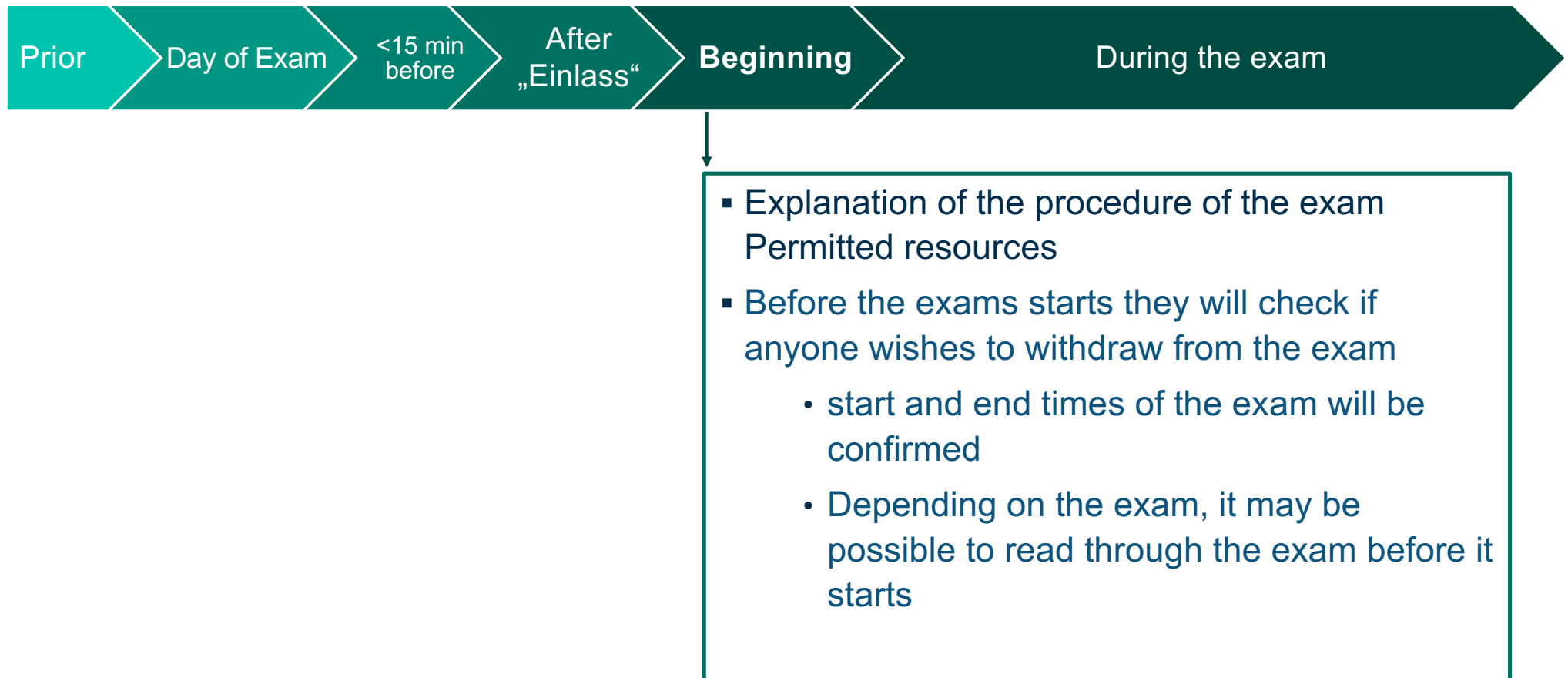
FAQs Inhalt

- 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 Exmatrikulation (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

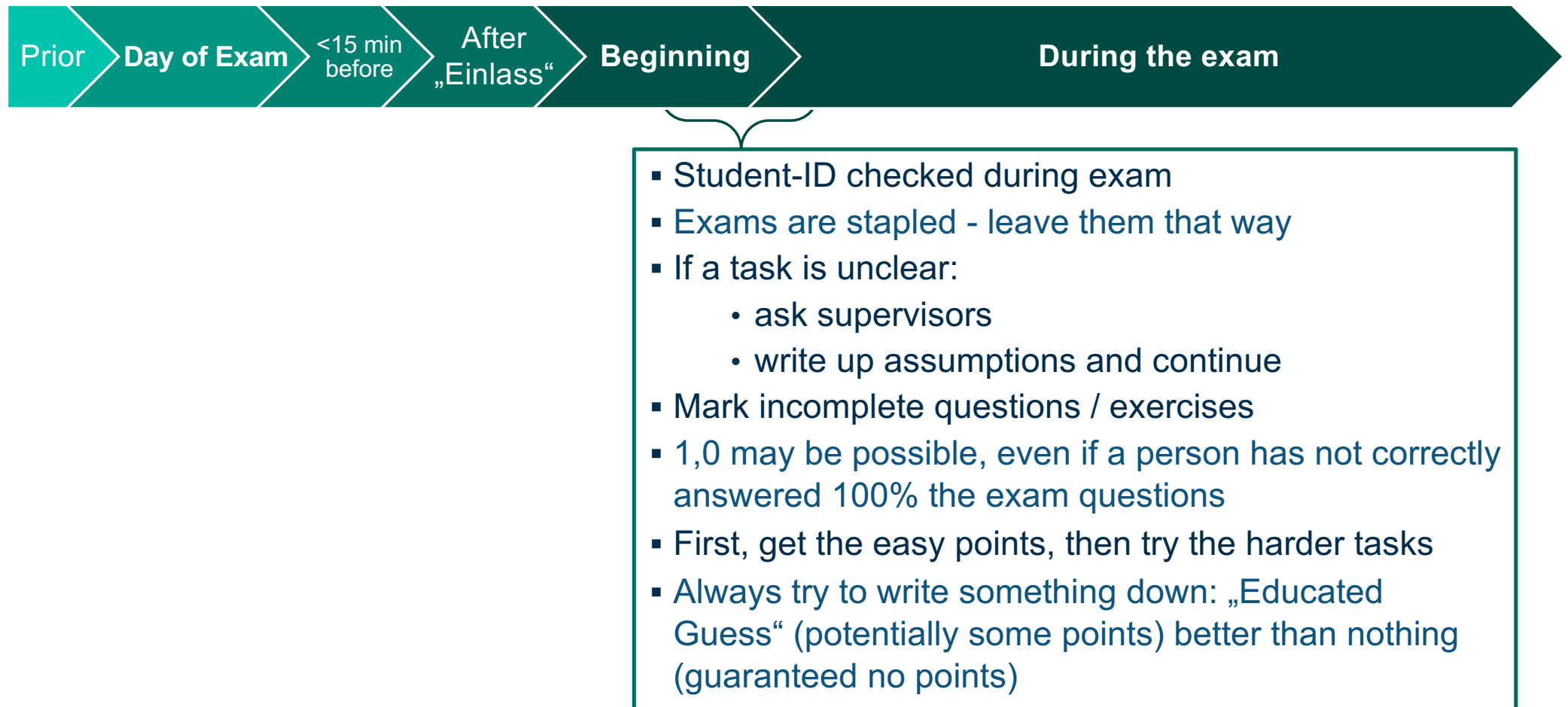
Written Exam structure



Written Exam structure

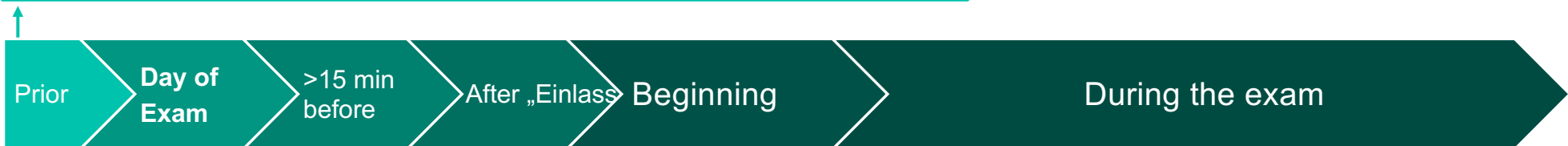


Written Exam structure



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

After the exam

Prüfungseinsicht – Exam review

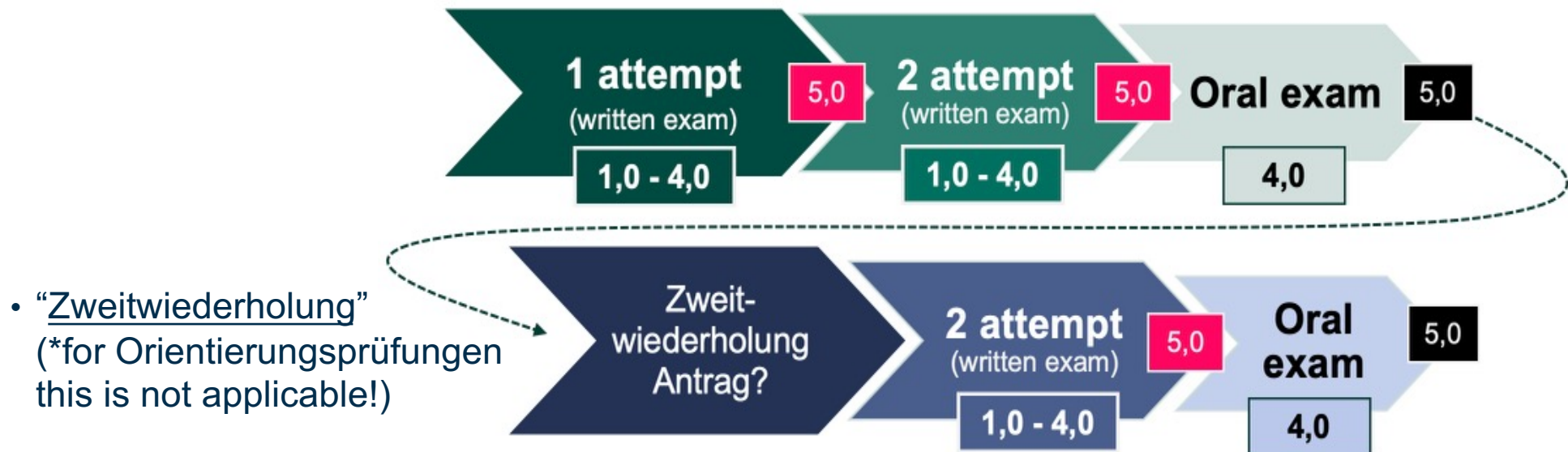
- An opportunity for students to get an overview of their own written exam and its grading
- The examiner always determines the time and place of the review
 - In most cases, the examiners will inform students of the date and time
- You should ask if you are allowed to take notes or photos during the 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?



- *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

After Exams

Me-Time



Regenerate
Mentally and physically



Happy-Place

Plan, do and
implement
nice things

**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 February**
 - 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 receipt of payment at the Studierenden-service of KIT. After receipt 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 184 late fee according to §2 of "Satzung über die Erhebung von Gebühren für das Gasthörer-Studium und sonstige studienbezogene Dienstleistungen".

Studierenden-service

☎ 49 721 608 - 82222

[Contacts for students](#)
[Contacts for applicants](#)

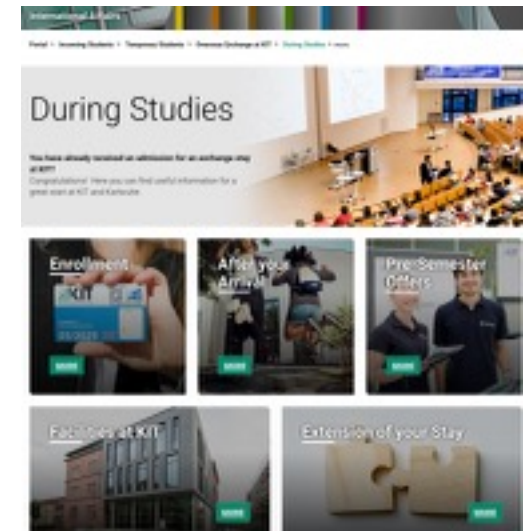
Karlsruher Institut für Technologie (KIT)
Studierenden-service
Kaiserstr. 12
76121 Karlsruhe

[Business hours](#)

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



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 \(In German Exmatrikulation\)](#)



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

The screenshot displays the 'Campus Management for Students' interface. The top navigation bar includes the KIT logo, a search bar, and dropdown menus for 'Term' (Summer 2025) and 'Study Prog.' (Informatics / Computer Science Bachelor 20). A left sidebar contains a menu with 'Requests' highlighted in green. The main content area, titled 'Requests', features four service tiles: 'Disenrollment' (highlighted with a red box and an arrow), 'Refund of fees', 'Leave of absence', and 'Changes to Personal Data'. The 'Disenrollment' tile includes an icon of a door with an arrow and text explaining the de-registration process. The 'Refund of fees' tile shows a Euro symbol icon. The 'Leave of absence' tile shows a door icon. The 'Changes to Personal Data' tile shows a person icon with a pencil.

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.

Withdrawing “De-Registration” 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.



Withdrawing “De-Registration” from KIT

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

KIT – Die Forschungsinstitution 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

Studienangabe (Fach und Abschlussgrad): Matrikel-Nr.:

Fachbereich:

Vorname:

Nachname:


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

<input type="checkbox"/> KIT-Bibliothek (ALLE außer interne Wechsler)	
<input type="checkbox"/> Institut bei dem die Abschlussarbeit gefertigt wurde	
<input type="checkbox"/> Fakultäts-/Institutsbibliothek Für die folgenden Studiengänge relevant, auch bei Wechsel des Studiengangs, nicht bei Wechsel in den Master derselben Fachrichtung: Architektur, Informatik, Informationswissenschaft, Kunstgeschichte, Mathematik, Technische Mathematik, Wirtschaftsinformatik, Wirtschaftsingenieurwesen (Bsp. Physik, Regelungstechnik, Wirtschaftsinformatik)	
<input type="checkbox"/> Architektur/Kunstgeschichte Fakultätsbibliothek (nicht bei Wechsel in den Master derselben Fachrichtung) Architektur: Geb. 20-60, Raum 125 Kunstgeschichte: Sekretariat Kunstgeschichte	
<input type="checkbox"/> Informatik/Informationswissenschaft/Wirtschaftsinformatik Rückgabe von Schlüssel (Geb. 50.34 Raum 001 Montag, Mittwoch bis Freitag 08:00 - 14:00 Uhr)	
<input type="checkbox"/> KIT-Card (ALLE außer interne Wechsler) Geb. 10.11, Raum 214 Montag bis Freitag 08:00 - 12:00 Uhr, Montag bis Donnerstag 13:00 - 15:00 Uhr	

Stand: Dezember 2025

www.kit.edu

Withdrawing “De-Registration” from KIT



KIT
Karlsruher Institut für Technologie

KIT – Die Forschungsuniversität in der Helmholtz-Gemeinschaft

Discharge Notes for proper Deregistration

Degree Program

Field of Study and final degree

Family Name:

Student ID Number

First Name:

[illegible]

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):

<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 (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	
<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.	

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):

<input type="checkbox"/> KIT-Bibliothek (ALLE außer interne Wechsler)	
<input type="checkbox"/> Institut bei dem die Abschlussarbeit gefertigt wurde	
<input type="checkbox"/> 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	
<input type="checkbox"/> Architektur/Kunstgeschichte: Fakultätssekretariat (nicht bei Wechsel in den Master derselben Fachrichtung Architektur: Geb. 20.40, Raum 135 Kunstgeschichte: Sekretariat Kunstgeschichte)	
<input type="checkbox"/> Informatik/Informationswirtschaft/Wirtschaftsinformatik: Rückgabe von Schlüssel (Geb. 50.34 Raum 001 Montag, Mittwoch bis Freitag 09:00 - 14:00 Uhr)	
<input type="checkbox"/> 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	

Withdrawing “De-Registration” 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.

Withdrawing “De-Registration” from KIT

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

Disenrollment

[Back](#)

Enter and edit your request

[i](#) 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

[Back](#)

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

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55

10.12.25

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

KIT

Withdrawing “De-Registration” 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 (LHO): Students must have paid all fees and charges in connection with their studies. Only then can they be issued notifications of exmatriculation 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.kit.edu/document/studien/Studentenverwaltung/Fachplan_eng.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:

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

Before your departure from Karlsruhe

De-registration at the Citizen Offices

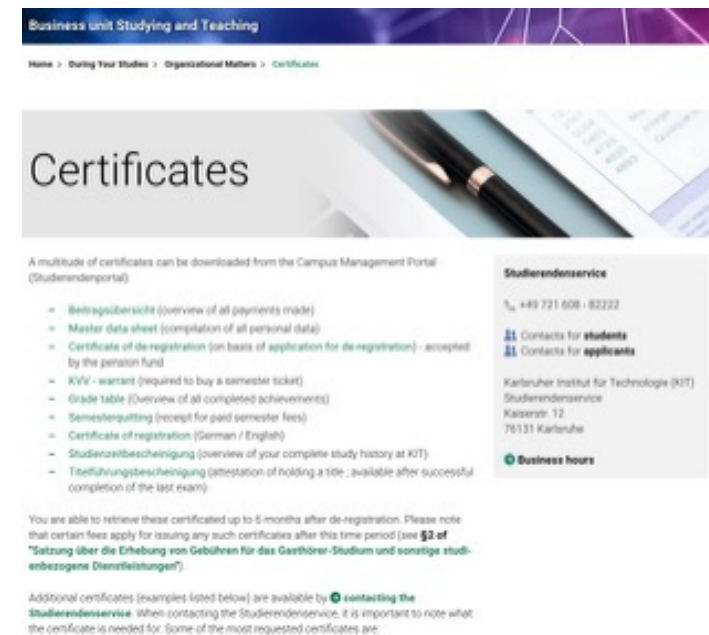
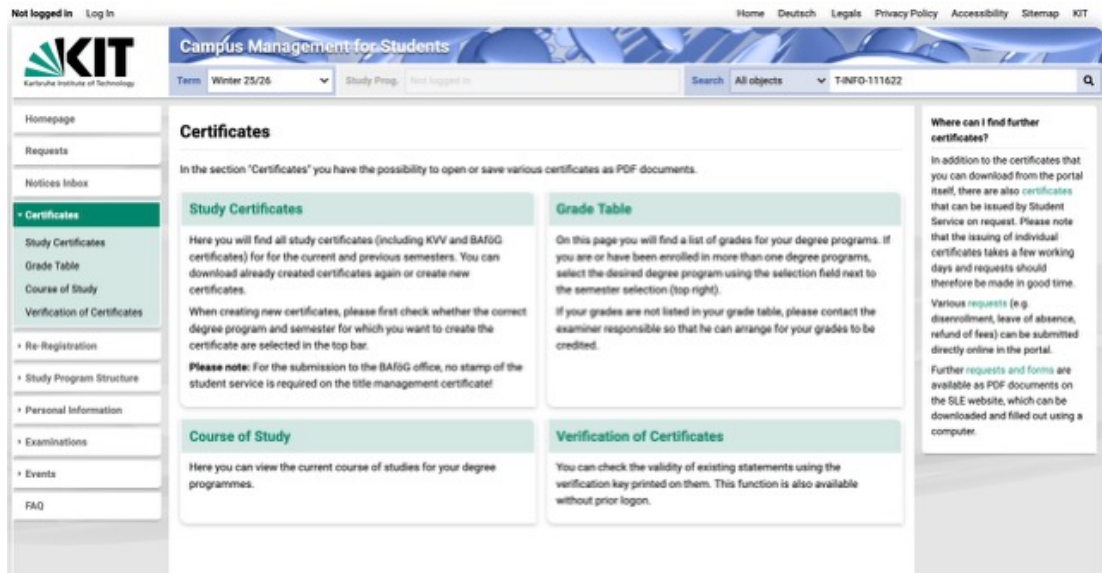
- Contact is IStO
 - Before your departure for home, you should notify the local authority of your residential town (e.g. Karlsruhe) that you are leaving Germany
 - This can be easily done at the “Bürgerbüro” responsible for the district you live in
 - Detailed information about the services of Karlsruhe's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



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 cur.
96-079-H-0 – Informatics / Computer Science - Non-degree Studies (Degree Abroad)	NC	pa	1	03/11/2025	12.0
KIT-Department of Informatics Courses	NC	---	---	03/11/2025	12.0
Module M-INFO-103432 – KIT-Department of Informatics Courses	NC	pa	1	03/11/2025	12.0
T-INFO-101336 – Formal Systems	FA	5.0	1	02/28/2025	0.0
T-INFO-102020 – Algorithms II	---	---	---	03/11/2025	6.0
T-INFO-101530 – Programming Paradigms	FA	5.0	1	02/28/2025	0.0
T-INFO-101968 – Software Engineering I	---	---	---	---	0.0
T-INFO-112750 – Digital Games	---	---	---	---	0.0
T-INFO-112751 – Digital Games Pass	---	---	---	---	0.0
T-INFO-103235 – Theoretical Foundations of Computer Science	FA	3.7	1	02/28/2025	6.0
T-INFO-112818 – IT Security	FA	5.0	1	03/14/2025	0.0
Other KIT-Departments Courses and Interdisciplinary Qualification	NC	---	---	---	6.0
Module M-INFO-103433 – KIT-Department of Informatics Courses and Interdisciplinary Qualification	---	---	---	---	---
T-MATH-102242 – Numerical Analysis for Students of Computer Science	---	---	---	---	---

Grading Scale

Grade	Grade Points
1.0 – 1.5	Very good
1.6 – 2.0	Good
2.1 – 2.5	Satisfactory
2.6 – 3.0	Sufficient
3.1 – 3.5	Satisfactory
3.6 – 4.0	Satisfactory
4.1 – 4.5	Satisfactory
4.6 – 5.0	Satisfactory
5.1 – 5.5	Satisfactory
5.6 – 6.0	Satisfactory
6.1 – 6.5	Satisfactory
6.6 – 7.0	Satisfactory
7.1 – 7.5	Satisfactory
7.6 – 8.0	Satisfactory
8.1 – 8.5	Satisfactory
8.6 – 9.0	Satisfactory
9.1 – 9.5	Satisfactory
9.6 – 10.0	Satisfactory

Summary

06/25/2025

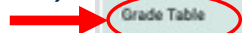
KIT – The Research University in the Helmholtz Association

www.kit.edu

ToR: Within the first six months

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

Transcript of
records (ToR)

The screenshot shows the KIT Campus Management for Students portal. The left sidebar contains a menu with 'Certificates' highlighted. The main content area is titled 'Certificates' and contains four sub-sections: 'Study Certificates', 'Grade Table', 'Course of Study', and 'Verification of Certificates'. The 'Grade Table' section is highlighted with a green header. The right sidebar contains a section titled 'Where can I find more certificates?' with additional information.

KIT
Karlsruhe Institute of Technology

Campus Management for Students

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

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

KIT
Karlsruhe Institute of Technology

Campus Management for Students

Term: Winter 24/25 Study Prog. 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

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

Contract details

Create new certificate Print

82-277-H-2019 – Information Systems Bachelor 2019

Study Schedule Leistungsübersicht ÜQ/SQ-Leistungen Mögliche Prüfungen Dokumentenarchiv

☒ Teilleistungen

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

Filter anwenden

Start date: 10/1/2022

Full university se- 5 mester:

Full study semester: 5

Full sabbatical semester: 0

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: Grade Table ▾

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

Teilleistungen

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

Filter anwenden

Start date: 10/01/2017

Full university semester: 5

Full study semester: 5

Full sabbatical semester: 0

Period of study: paying

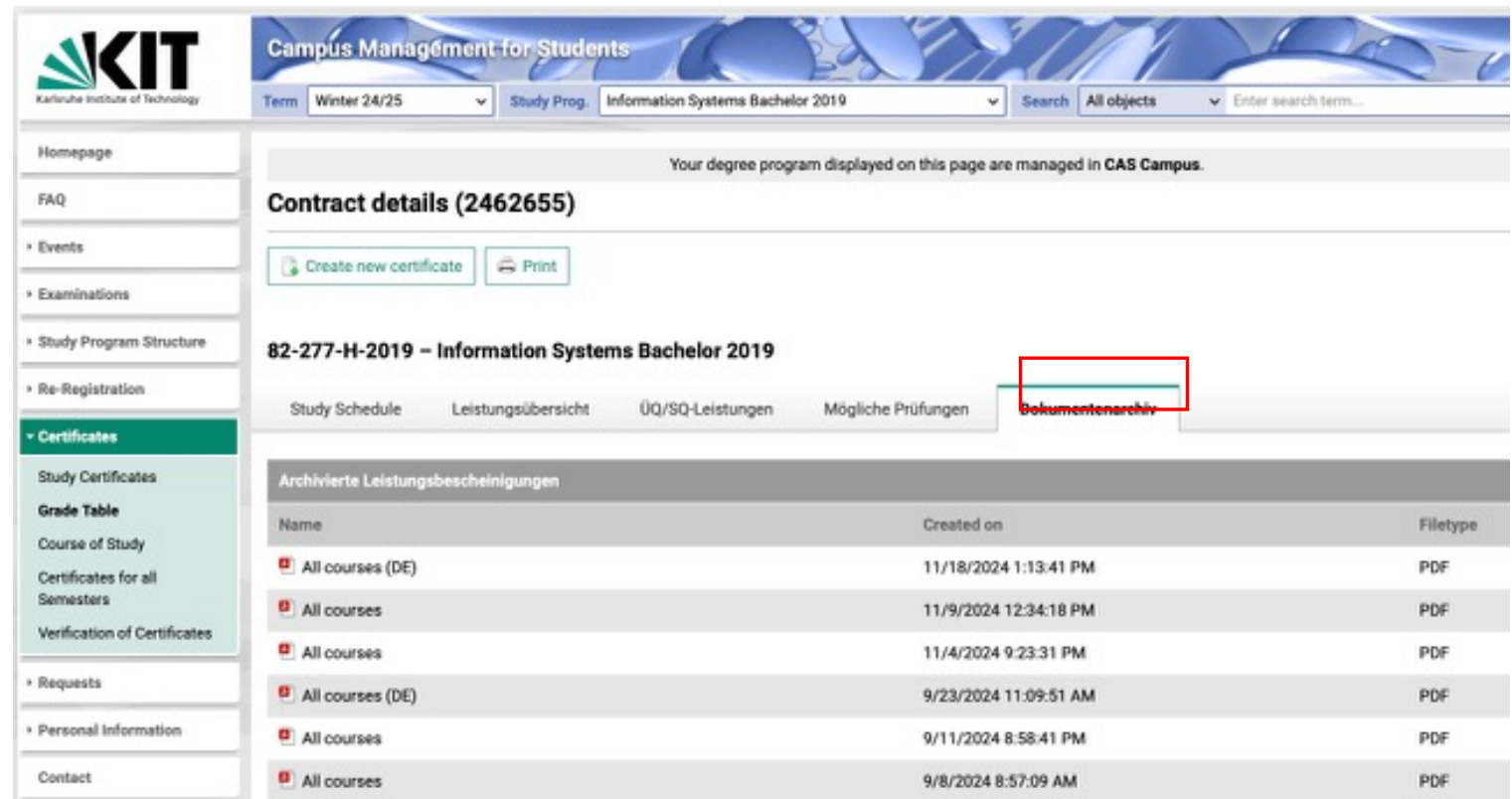
Personal Study Schedule View

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



KIT
Karlsruhe Institute of Technology

Campus Management for Students

Term: Winter 24/25 Study Prog.: Information Systems Bachelor 2019 Search: All objects Enter search term...

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

Contract details (2462655)

Create new certificate Print

82-277-H-2019 – Information Systems Bachelor 2019

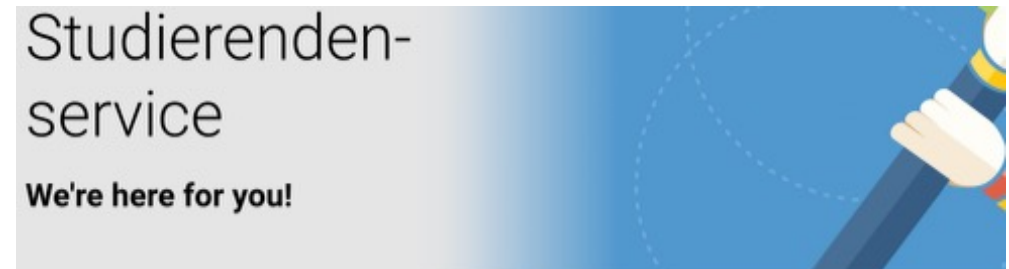
Study Schedule Leistungsübersicht ÜQ/SQ-Leistungen Mögliche Prüfungen **Dokumentenarchiv**

Archivierte Leistungsbescheinigungen

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



SERVICE POINTS



Contacts

Name		Aufgabengebiet	Raum
Celik-Kulaksiz, Ebru Team Service Points		A - Z	057 (Geb. 10.12)
Cran, Jessica Team Service Points		A - Z	057 (Geb. 10.12)
Hasel, Yvonne Team Service Points		A - Z	057 (Geb. 10.12)
Krause, Geoffrey Team Service Points		A - Z	057 (Geb. 10.12)

BUSINESS HOURS



The **Welcome Desk** is currently **closed** for visitors.



The **service points** are currently **closed** for visitors.



The **hotline** is currently **not accepting** calls.

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 *



 Email *


 Student ID number *


 Study program *

 Subject *


 Message *


  Upload file

 Upload file

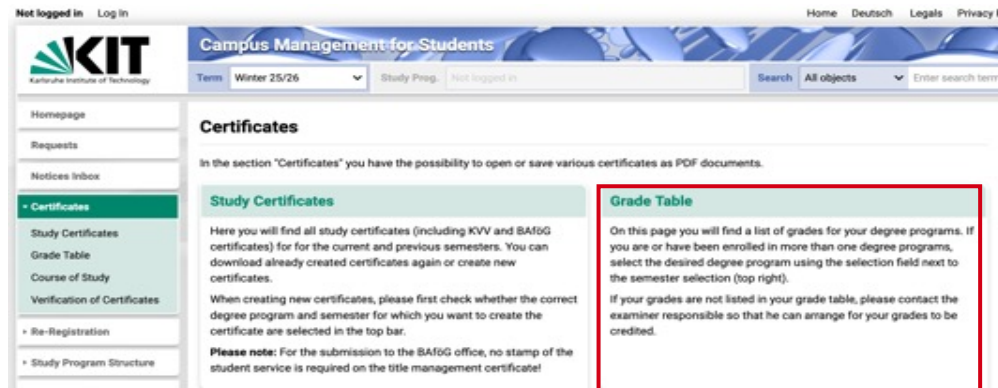
 Welche Form hat ein Ball?

Answer of the security question *

 ☐ Please send me a copy of the Email

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

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 (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



Advising and Resources

Startseite > Academic Affairs > Consultancy and Advice > Advisory



Offers of the Faculty of Informatics

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

Student Counseling

- Student Council Mathematics / Informatics [Q&A](#): Counseling by students of Informatics / Mathematics
- Forum Wirtschaftsinformatik [Q&A](#): 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 [Q&A](#) 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 [Q&A](#): 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 [Q&A](#)
- Coordination office for refugees and migrants: Personal consultation hours, information evenings, integration measures
- Foreigners' Authority of the city of Karlsruhe: [Q&A](#): Residence permit, electronic residence title (eAT), establishment permit
- The ABC of KIT: English glossary for the translation of technical terms
- [MINTernship inclusive](#): [Q&A](#) YouTube video about stays abroad for students with disabilities




Other Counseling Centers

- ASiA - Allgemeiner Studierendenausschuss [Q&A](#): Social counselling, equal opportunities, queer counselling
- PBS - Psychotherapeutische Beratungsstelle [Q&A](#): 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 [Q&A](#): Helpline for students with personal problems
- [Brücke Karlsruhe](#) [Q&A](#): Counseling center for personal problems



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	<ul style="list-style-type: none"> • 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 resources, advising, event, including: <ul style="list-style-type: none"> • 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
<u>Student Advisory Services</u> (ZSB) - Zentrale Studienberatung	Advising for students who are thinking about switching majors or withdrawing /dropping out, need support due to unexpected circumstances <u>Clearing-Sprechstunde</u> , etc.	all	
<u>KIT Business unit Studying and Teaching</u> (Studierendenservice (SLE))	Central Office for Student Fees (Gebühren), Certificated, Organization including: <u>KVV – Bescheinigung</u> / Warrant, renewal of matriculation & De-registration / Withdraw, Transcript of Records (ToR), Campus Management Portal (Student portal)	all	
<u>AStA - Allgemeiner Studierendenausschuss</u> :	constituted student body, services, student-run organizations, Social counselling, equal opportunities, queer counselling, international student	all	
<u>Studierendenwerk Karlsruhe</u>	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 - <u>International Student Center</u>	social counselling services, events, mentoring, language tandem, etc 	all
Studierendenwerk Karlsruhe <u>PBS - Psychotherapeutische Beratungsstelle:</u> 	anonymous counselling services and crisis intervention which is open to all students, partners, fellow students, relatives <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> ▪ Nightline Karlsruhe: www.nightline-karlsruhe.de <ul style="list-style-type: none"> • Confidential telephone support by students for students ▪ Telefonseelsorge (Crisis Hotline): www.telefonseelsorge.de <ul style="list-style-type: none"> • Free and available 24/7 ▪ Brücke Karlsruhe: bruecke-karlsruhe.de <ul style="list-style-type: none"> • 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





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 [Info²](#) Website you will find [event archive](#) with:
 - PDF of the slides
 - [Link to Video](#)

