

Final Exams



→ Final Exams

Final Exam Dates:

<p>UNDERGRADUATE students → exam week:</p> <p>WS - winter semester mid-February SS - summer semester mid-July</p>
<p>MASTER students → individually:</p> <p>WS - Winter semester appr. end of January/beginning of February SS - Summer semester appr. end of June/beginning of July</p>

Important Information (only for Undergraduate students):

- Final exams CANNOT be written earlier than the final exam week! Please be aware of the exam dates when booking your flight back home.
- Distance exams are not allowed!
- For exam registration deadline / exam week please see:
http://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/studien/c151_2001w.html
(section: Termine - > "Prüfungswochen im WS ...SS...")
- The exact exam date and place will be available only 3 - 7 days before the exam weeks starts
- If you miss the registration deadline it will not be possible to sit the final exam.
- Do not register in the very last minute.
- Register online latest one day before the deadline ends and go to the examination office in case it does not work online (opening hours: Mon-Fri 9:00-12:00).
- Do not leave Innsbruck before being absolutely sure that you are registered for the final exams.
- Check time and place of the final exams early enough and before you book your flight home (these information and updates can be found on the notice posted outside the examination office.
- If you register for a final exam and you do not sit the exam, you will be blocked for the next time!

Instruction for the final exams registration (Gesamtprüfung-Anmeldung)

1. Registration via Computer:

- Online Registration on LFU:online
Link → https://orawww.uibk.ac.at/public_prod/owa/PK206.frame

2. Exam Registration Deadline/ Exam Time / Exam Place:

- Link → http://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/studien/c151_2001w.html (see under 'Termine' - > 'Prüfungswochen im WS ... SS ... ,')

3. How to register for the final exams:

1. Be aware of the **deadlines**
2. **Click** the following link → https://orawww.uibk.ac.at/public_prod/owa/PK206.frame
3. **Login** with your password and your username (e.g. csac1234)

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4. Find the **course** you want to register for the final exam
5. **Click** the button "Prüfungsanmeldung" (exam registration)
6. **Click** the button: "Voraussetzungen prüfen" (check requirements)
7. You can **check** your registration under the section "meine Prüfungsanmeldung" (my exam registration) only if you see "**ANGEMELDET**" (registered) you can be sure to be registered for the final exam!

- The requirement for registration will be checked by the computer system.
- Please be aware of the notices given by the registration system.
- If the mark is not available yet, you will usually find a notice (e.g. "*Note aus PS ... steht erst am ... fest.*" - Mark will only be available on...). Please try to register again on the indicated date.
- If you receive the following message: "*Voraussetzungen nicht erfüllt, bitte wenden Sie sich an das Prüfungsreferat. Sie wurden nicht zur Prüfung angemeldet.*" (Requirements not fulfilled, please go to the examination office. You are not registered.), it might be that the results from the interactive part has not yet been transferred to the examination office. Please ask the professor to forward the mark asap. In case the marks were already transferred, please go to the examination office

ATTENTION !

- Only if you see: "**ANGEMELDET**" (**registered**) you can be sure to be registered for the final exam. Usually you can register from every computer world wide. But a computer system problem can appear or you cannot register online because of other reasons. In this case you need to go to the examination office **personally**.
Therefore, please do not leave Innsbruck (go on holiday, etc) before being sure to be registered for the final exams!

4. I have to go to the examination office personally - what do I need to bring?

- Be aware of the opening hours (Mon-Fri 9:00-12:00), the examination office is situated in the basement of the SoWi building opposite the Studia.
- Bring your student ID card, print-out of your course modules, print-out of your "Studienblatt" (admission record available at → https://orawww.uibk.ac.at/public/lfuonline_meinestudien.studienblatt)

5. I have registered for the final exam but I decided not to write the final exam?

- SIGN OFF: You can sign off from the final exam latest 3 days (be aware of the opening hours of the examination office!) before the final exam. If you do not sit the final exam without signing off you will receive the mark 5 (fail) and you will not be allowed to register for the next possible exam date.

6. I have registered for the final exam but did not go to the exam and did not sign off?

- If you do not sit the final exam without signing off, you will receive the mark 5 (fail) and you will be blocked to register for the next possible exam date. This is a very bad situation for students who stay ONLY for the WS or the SS as there is no way to take the exam!

7. I have registered for the final exam but I cannot take the exam because I am ill on the exam day?

- In this case you have to bring a medical certificate to the examination office latest one week after the exam day. Otherwise you will be blocked for the next possible exam date.

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8. Where can I find information about the exam dates, time and place?

- You find the exam dates in the display outside the examination office (always updated) in the basement of the building or on the internet → http://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/studien/c151_2001w.html
Time and place will be available latest appr. 3 - 7 days before the exam. Why so late?
Because only if the examination office knows the number of participants they can allocate the examination rooms and check for overlaps.
- As soon as the date and time for the final exams are available, you can see it in your student account (LFU-online) on the page of your registered module(s). The information will also be available in the glass box beside the examination office and in the download sheet (see item 5.) If for any reason there is no information available, please call the examination office during opening hours: +43 512 507 7022.

9. What happens if I need to sit 2 final exams on the same day?

- It might happen that a student has to take two final exams on the same day. If you have a time overlap, please get in contact with the professors.

10. (Oral)exams:

- According to the study plan, all "Vertiefungsmodule" (advanced course modules) have got an oral exam after the written exam. The oral exam can only take place appr. two weeks after the written exam. If you have chosen a "Vertiefungsmodul" please let us know at the latest 4 weeks before the written exam in order to arrange a special oral exam date for exchange students (e.g. oral exam one or two days after the written exam). Please send us an e-mail with the name, course code and teacher(s) of the course module. The oral exam is part of the study plan and will not individually be announced to you!

11. Can I take a resit of a final exam and what is the procedure?

- Please see the section „Course Information“ on our website → "Resits of Final Exams"